



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

Hiring a New Director

As a reminder, per the U.S. Department of Agriculture, before hiring a new school nutrition director, sponsors must complete the [hiring form](#). Each submission is reviewed by Indiana Department of Education (IDOE) staff to ensure that new directors meet all [USDA hiring standards](#). The form should be submitted prior to their start date. In the event a candidate does not meet USDA's hiring standards, IDOE will provide the sponsor with additional options.

Important Updates

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 each 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 15th 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 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, versus the typical 60 days.
- Please submit a request if you have questions about claims, payments, or any other questions in the [CNPweb Help Form](#).

Fiscal Year (FY) 2027 Indirect Cost Rates Application Information

The window to apply for an indirect cost rate 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 cost rates are calculated by the IDOE Office of School Finance, and questions can be sent to icr@doe.in.gov.

Food Service Management Company (FSMC) Contracting

This week, sponsors that contract with an FSMC will receive notification and instructions for completing the Request for Proposal or renewal process. For information or questions on contracting with a FSMC, please reach out to scnprocurement@doe.in.gov.

USDA Foods PrimeroEdge Catalog Open and Close Dates

The catalog to order USDA Foods is now open. It 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.

USDA Foods Available and Material Price Lists for School Year 2026-2027

The USDA Foods catalog will open soon. The foods available and material price lists are available [here](#). These lists provide USDA Foods pricing, the full list of USDA Foods available nationwide and the items IDOE will offer.

Farm to School

Indiana Grown for Schools Office Hours - Winter Sowing

Join us for Farm to School Office Hours, Wednesday, February 11, from 3:30 to 4:30 p.m. ET. This will be an open and informal space to connect, ask questions, and exchange ideas with peers and program staff. Whether you're navigating procurement, planning school gardens, expanding local food education, or simply looking for fresh inspiration, this drop-in session offers real-time support and collaborative problem-solving. This month's spotlight topic is winter sowing, a simple, low-cost method for starting plants during the winter months to jumpstart your spring growing season. We'll walk through the basics of creating your own seedlings using this hands-off technique, ideal for busy teachers and food service directors who want to engage students in germination, plant growth, and hands-on learning. Bring your questions about winter sowing, or anything Farm to School related, to our February Office Hours. Everyone is welcome to join at any point during the hour. Register [here](#).

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 3rd-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, and details about the schools they currently partner with and future partnership opportunities. 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 on Tuesday, February 18, from 2 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 [peanut butter](#) for [Greenfield-Central Community School Corporation's Peanut Butter and Banana Overnight Oats](#) 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

- Component Crediting Series, Wednesdays at 10 a.m. ET
- Summer Meals Options, Fresh Fruit and Vegetable Program, and Community Eligibility Program Information Sessions.

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

Direct Certification (DC) Update

A couple of the DC menu options may look a little different. IDOE has changed the default setting to not include each individual school building in the DC Download History, DC Possible Matches History, and DC Denied Matched History. This allows the complete list of information to be accessed easily. Individual site selection is still available from the dropdown menu on the screen. Questions about this change can be sent to Quanyika Finley at qufinley@doe.in.gov.

Food Distribution Program - Catalog Opening Delayed

Due to unforeseen circumstances, the catalog (formerly the Annual Pre-order Forecast Survey) open date will be delayed. IDOE is awaiting pertinent information from USDA. Once that information is received and entered, the Catalog will be opened, and sponsors will be notified.

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.

Nominations for the School Food Service Employee of the Year Due Friday, February 6

Help IDOE recognize school food service employees who contribute significantly to the health and learning capabilities of students by nominating them for IDOE's 2026 School Food Service Employee of the Year Award. This award was created in 1998 to recognize the outstanding achievements of school food service employees who excel in the areas of customer service, professionalism, and teamwork. All school food service personnel except food service directors are eligible to be nominated. Submit your [nomination](#) by Friday, February 6. Contact [Suzette Hartmann](#) with any questions.

Updates from Our Partners

Call for Applications: Tactical Urbanism Demonstration Projects

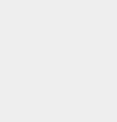
The Indiana Department of Health Division of Nutrition and Physical Activity (IDOH, DNPA) is now accepting grant applications from communities in Indiana interested in using grant funds to assist with tactical urbanism demonstration projects. Up to \$10,000 will be awarded to grantees for the planning, preparation, and implementation of low-cost pop-up, tactical urbanism demonstration projects that support active living in Indiana beginning in the spring/summer of 2026. Proposals should meet the key expectations outlined on the application and must align with IDOH's goal of improving the health of all Indiana residents.

Eligible applicants include incorporated communities in Indiana, school corporations, and not-for-profit community groups. Applications are due by 4 p.m on Thursday, February 26. An extension of the application deadline is available with approval prior to the deadline (will be determined on a case-by-case basis). If you are interested in applying or want to learn more, visit the [IDOH Grants Webpage](#) or reach out to Peter Fritz via email at pfritz@health.in.gov or phone at 317-234-6808 for more information.

American Dairy Association Indiana Survey Request

With recent expanded flexibility around milk in schools, the goal of American Dairy Association Indiana is simple - to be a reliable source of timely and accurate information and a trusted partner you can continue to count on. Change can feel overwhelming, but the American Dairy Association Indiana is here to support you and want to better understand how these expanded options may affect your operations. To better assist you and to understand the opportunities and challenges that expanding milk offerings at lunch might create, we are requesting action on your part. Please take a few minutes to complete this [information gathering survey](#) and receive a \$25 Amazon gift card. One response per district, please. Thank you for everything you do to nourish Indiana students!

Upcoming Dates



Friday, February 6	School Nutrition Employee of the Year Nominations close
Wednesday, February 11	Indiana Grown for Schools Office Hours
Wednesday, February 18	Farmer Feature: sSmall Town Produce
Monday, March 2	Final Due Date for December 2025 Claims



Additional Resources

School Nutrition Programs Calendar
IDOE's Nutrition Webpage
CNPweb