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School Nutrition Programs Newsletter from the Indiana Department of Education



Indiana Department of Education sent this bulletin at 12/11/2024 04:00 PM EST



Indiana Department of Education

Dr. Katie Jenner, Secretary of Education

School Nutrition Programs

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

After School Snack Program (ASSP) Meal Pattern Reminders

- Offer versus Serve is not an option in ASSP. Students must take full portion sizes of two different components for a reimbursable snack.
- Fruit, vegetable, or 100% juice are considered one component, and must be served at a minimum portion size of $\frac{1}{4}$ cup. For example, serving $\frac{1}{4}$ cup of carrots with six ounces of apple juice would not be a reimbursable snack because there are two items from the same component.
- For Pre-K students who are eating their after school snack separately from other grades (K-12), sponsors must follow the preschool snack meal pattern.

For more information, visit [IDOE's After School Snack Program webpage](#).

Important Updates

School Food Authority (SFAs) Claims Submission

As a reminder, SFAs submit claims in CNPweb, not the Food Service Management Company (FSMC). The following can be found on the [Claims Information and Instructions document](#): SFAs that have contracted with FSMCs must retain signature authority on claims within CNPweb. Therefore, FSMC and vendor employees must not be responsible for or have access to submit claims in CNPweb. The SFA employee responsible for submitting claims in CNPweb, must be designated on the Responsibility Contact Form each year and submitted to IDOE as part of the FSMC contract award or renewal.

Per 7 CFR 210.16(a)(5) & (6) school food authorities must retain signature authority on the state agency-school food authority agreement, free and reduced price policy statement and claims and must retain control of the quality, extent, and general nature of its food service, and the prices to be charged the children for meals.

Indirect Cost Rate Change

IDOE's Office of School Finance recently provided guidance stating that the 10% de minimis indirect cost rate for unrestricted grants is not applicable for school corporations, public or non-public. This modified understanding has been confirmed by the U.S. Department of Education.

Because of this updated guidance and due the fact that the original indirect cost rate request deadline has passed, public school corporations that originally requested to use the de minimis indirect cost rate for unrestricted grants that submit bi-annual Form 9 data will be given the opportunity to request a calculated, certified unrestricted rate.

The simplified application process, specifically for this situation, is:

- Submission of a signed FY 2025 Delegation Agreement
- Submission of an organizational chart

Since non-public schools do not have a data source reported to the Office of School Finance, unrestricted indirect cost rate cannot be calculated. As a result, the School Nutrition Team and ESSER program area are no longer able to approve indirect cost reimbursements for non-public schools. Contact the [Indirect Cost Rate team](#) with any questions.

Farm to School

Indiana Grown for Schools (INGFS) Monthly Newsletter

Find the December newsletter INGFS [here](#). Every month, INGFS releases a newsletter packed with upcoming events and webinars, school highlights, grant information, and more! If you want to receive this directly to your inbox, sign up for our listserv on our [website](#).

Youth Garden Grant

Since 1982, the Youth Garden Grant has supported school and youth educational garden projects that enhance the quality of life for youth and their communities.

Any organization in the U.S. planning a new or improving an existing garden program that serves at least 15 youth between the ages of infancy and 18 years old is eligible to apply for up to \$500. Apply [here](#) by Friday, December 13.

FY 2025 Farm to School Grant Office Hours

The USDA Farm to School team is offering office hours to answer questions from applicants and provide technical assistance on the [FY 2025 Farm to School Grant](#). Applications must be submitted by Friday, January 10, 2025.

- Wednesday, December 18, from 3 to 4 p.m. ET. [Register here](#).
- Tuesday, January 7, from 2 to 3 p.m. ET. [Register here](#).

USDA Foods

USDA Foods Orders and Deliveries

Please remember to cross-reference all USDA Foods deliveries/orders with your school and personal calendars and have school staff available to inspect, verify and accept all deliveries.

Menu, Menu, Menu!

This is a reminder to complete your school's menu early and evaluate it often!

Department of Defense (DoD) Fresh Fruits and Vegetables Allocation Requests for School Year 2025-2026

The time has come to submit your school's allocation requests for next school year. Schools must complete the appropriate form that applies to your School Food Authority. The deadline for submission is Friday, December 13, at 5 p.m. ET. Remember that DoD allocations are deducted from your school's USDA Foods entitlement before the annual pre-order survey opens.

- Click [here](#) if your school is currently on the DoD Fresh Program for school year 2024-2025.
- Click [here](#) if your school is NOT currently on the DoD Fresh Program for school year 2024-2025.
- For more information on the DoD Fresh Fruits and Vegetables Program, please visit [IDOE's DoD Fresh Website](#) and/or view IDOE's three-part DoD series in [Moodle](#).

Remember to Receipt in FFAVORS

Schools should be receipting their DoD produce receipts into FFAVORS within five calendar days after the produce delivery.

USDA Foods Recipes

Use your USDA [cheddar cheese](#) and [frozen broccoli](#) to prepare this variation of [macaroni and cheese with broccoli](#). This recipe must be adjusted to serving sizes and meal patterns.



Training and Webinar Opportunities

Forward Contracting for Local Procurement Webinar

Forward contracting is the principle of committing to a product prior to purchase. In local procurement, these conversations typically happen in the winter or spring of the previous year, so the producer can plant according to the products you are requesting. Come and learn how this practice is used in different schools and organizations of all sizes. The webinar will be on Wednesday, January 22, at 2:30 p.m. ET. Register [here](#).

Verification Summary Report Recorded Webinar

If you missed our VSR webinar on Tuesday, December 3, find the recording [here](#) and slides [here](#).

Reminders

Spend Down Plan Guidance Updated

In an effort to decrease the administrative burden, starting school year 2024-2025, sponsors will only be required to have a spend down plan for the Nonprofit School Food Service Account if the ending balance of the 2024 Annual Financial Report (AFR) is above the calculated **six-month average operating cost**. Please see the calculation below:

Total Food Service Operating Expenses ÷ Number of Operating Months = Average Monthly Expenses

Average Monthly Expenses x 6 = Six-Month Average Operating cost

Previously, sponsors were required to have a spend down plan if the ending balance of the AFR was higher than the calculated three-month operating cost. For more information about the spend down plan calculation, allowable cost ideas and more, review spend down plan ideas for excess fund balance guidance found [here](#). Questions about spend down plans or excess funds can be sent to SCNfinance@doe.in.gov.

Training Needs Survey

Help IDOE plan for future training by sharing input on your needs by filling out this [survey](#), which will take fewer than five minutes to complete. We appreciate your input.

Updates from Our Partners

Kosher and Halal Foods in Child Nutrition Programs Webinar Recording Available

The USDA webinar that took place on November 14, is now available [here](#) as a recording, along with slides.

Upcoming Dates



Friday, December 13	Deadline to apply for the Youth Garden Grant.
Friday, December 13, at 5 p.m. ET	Deadline to submit DoD Fresh Fruits and Vegetables Program allocation requests for the 2025-2026 school year
Wednesday, December 18, from 3 to 4 p.m. ET	USDA FY 2025 Farm to School Grant office hours: register here

Tuesday, January 7, from 2 to 3 p.m. ET	USDA FY 2025 Farm to School Grant office hours: register here
Friday, January 10	Application deadline for FY 2025 Farm to School Grants
Wednesday, January 22, at 2:30 p.m. ET	Forward Contracting for Local Procurement webinar, register here .

Additional Resources

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

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Department News

- 12/11/2024 New Indiana Diploma Requirements Approved with Unanimous Support

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