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School Nutrition Programs Newsletter from the Indiana Department of Education



Indiana Department of Education sent this bulletin at 08/07/2024 04:00 PM EDT



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

Monthly Claims: Average Daily Attendance (ADA)

On line seven of each site claim, schools are asked to report the average daily attendance. **This is different from student participation.** If ADA is not reported correctly, you may receive an error message stating that, "the number of Total Eligible Students for lunch should not exceed the Average Daily Attendance by more than 10%."

Average Daily Attendance is figured by taking the total number of students with meal access in attendance each day of the claim month divided by the number of operating days. Reporting this accurately may require cooperation with your business or attendance office.

If you receive the error message, please ensure the ADA is correct. If the error message persists, please reach out to SCNfinance@doe.in.gov and put your sponsor number and "claim error message" in the subject line.

Important Updates

CNPweb Program Year(PY) 2025 Application Now Open

Thank you for your patience as we made sure the application was ready for everyone. The PY2025 renewal application is now open. Each sponsor must complete the application annually. Instructions for completing the application can be found [here](#).

Once the sponsor and site information sheets say "Pending Submission," don't forget to review the Checklist tab. This year, all sponsors will need to submit the Ethics Course certificate. Don't forget to upload your certificate of completion directly on the Checklist tab. Depending on the programs the school operates, there might be additional packet forms to upload or submit. The required items are denoted with a red check mark next to the required document(s).

After the date sent is filled for required packet forms, non-CEP sponsors should see a "submit for state approval button" to submit their application for approval. Click the box so your application moves into "pending approval" status. This informs IDOE that your application is ready for review.

Community Eligibility Provision (CEP) CNPweb Instructions

This year, the cycle year table on the CEP application site is hidden from view until the application has been approved. CEP schools need to click *Special Assistance - CEP* next to "Participation" under the National School Lunch Program and School Breakfast Program sections.

When the packet is submitted for approval, the following error may appear: *Unable to find CEP Application record*. If the packet is complete and the Sponsor is ready for state approval, notify IDOE that your packet

is ready for review via the [CNPweb Help Form](#). Select the CNPweb Error Message radio button and state that the Sponsor participates in CEP and the packet is ready for review in the text box. IDOE will then complete the CEP information and submit for final review.

Moodle Certificates

IDOE has been receiving questions regarding Moodle courses and certificates of completion. Only the civil rights and ethics training courses are reset annually. Other courses can be taken more than one time, but the certificate will not update with a new date of completion. IDOE can see the new date of completion internally, but the certificate will not update. Please print the certificate and write in the new date of completion.

Indiana SUN Bucks

Address Change Requests Due by 4 p.m. on Friday, August 16

IDOE is working through address change requests as quickly as possible. Please communicate to households the need to be patient as IDOE's small team works through a large volume of requests and provides customer service responses. Additional submissions to the help form or calls to the helpline requesting information about address changes will slow the process time for everyone. To ensure we are able to process all submitted requests, the [Change of Address request form](#) will be shut off on Friday, August 16, at 4 p.m. ET. After that, no new address change requests will be accepted or processed.

Online Application Closes on Friday, August 16

The deadline to use the [online application](#) to apply for 2024 SUN Bucks is Friday, August 16. The application is for those who were not automatically enrolled. Only children enrolled in an NSLP school last school year (2023-2024) or those who can be directly certified between the ages of seven through 18 at non-NSLP schools can qualify. See the [communications plan for schools](#) for suggestions on how to communicate this deadline with households including translations to Spanish, Burmese, and Haitian Creole.

Farm to School

Indiana Food Day 2024

IDOE is getting ready to celebrate Farm to School Month this October by gearing up for Food Day and Apple Crunch. This year we are celebrating pumpkins, so don't forget to [sign up](#) to get access to the recently released Growing Toolkit for Pumpkins! Visit the Apple Crunch website [here](#) and register for stickers and window clings. Supplies are limited, so register today.

USDA Foods

Login.gov Account Required to Access Department of Defense Fresh Fruits and Vegetables Order Receipt System (DoD FFAVORS)

All DoD FFAVORS external users must have a Login.gov account to access FFAVORS before Monday, September 30, per USDA. Access the [Login.gov website](#) and click the "Sign in with LOGIN.GOV" button. If you need assistance, contact the [FFAVORS help desk](#).

DoD Fresh Produce Orders and Receipting

Returning school sponsors that participated in the DoD program in school year 2023-2024 and have allocated funds for school year 2024-2025 can begin placing orders immediately in the FFAVORS. Schools new to DoD in school year 2024-2025 must complete the [eAuthentication](#) process by creating a Login.gov account and await approval from USDA and DoD. IDOE will update sponsors new to DoD once accounts are approved. School food authorities (SFAs) placing orders must receipt in FFAVORS within five days of receiving DoD orders.

K12 Foodservice K12 on Target Forecast and ProcessorLink Commodity Calculator Trainings on Tuesday, August 20

- K12 Foodservice representatives will conduct a virtual training session on their new forecasting tool, K12 on Target, on Tuesday, August 20, from 10 to 11 a.m. ET. This training is designed to train school food professionals with allocated USDA Foods for Processing pounds to K12 Foodservice processors how to navigate and use the tool. Join the meeting [here](#) or call +1 424-269-5281 (PIN: 553773120) to join by phone.
 - ProcessorLink representatives will conduct a virtual training session on their commodity calculator on Tuesday, August 20, from 1 to 2 p.m. ET. This training is designed to train school food professionals with allocated USDA Foods for Processing pounds how to navigate and use the calculator. Join the meeting here [here](#) (Meeting ID: 243 637 900 942; Passcode: vbppbf) or call +1 317-552-1674 (PIN 702 580 198#) to join by phone.
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Administrative and Storage Fees Increase for School Year (SY) 2025

Administrative fees for Direct Delivered (brown box) USDA Foods will increase to \$4.50 per case immediately due to state assigned warehouse (Dilgard Frozen Foods and Stanz-Troyers Foodservice) pricing increases. All school food authorities (SFAs) are charged these fees. Also, storage fees have increased for freezer, cooler, and dry Direct Delivered USDA Foods stored at the state assigned warehouse. These fees are charged to the SFA on a per case, per month basis when USDA Foods remain at the state assigned warehouse past the expire date listed in CNPweb. USDA Foods program fees can be found [here](#).

- Cooler: \$1.10
- Dry Goods: \$1.00
- Frozen: \$1.20

USDA Foods Year at-a-Glance

Need to know which USDA Foods activities are upcoming? Click [here](#) for an overview of important dates.

Food Service Management Companies (FSMCs) and School Food Authorities (SFAs)

[This video](#) shares information about the roles of FSMCs, SFAs, and their collaboration to use USDA Foods efficiently.

PY 2025 for USDA Foods

PY 2025 has been hidden until the school year opens in July 2024. IDOE will notify schools via this newsletter when it is available.

USDA Foods for Processing

SFAs that have allocated pounds to processors for school year 2024-2025 should check [K12Foodservice](#) and [ProcessorLink](#) to see if pounds have been uploaded to their accounts. Ordering may begin once pounds are loaded. SFAs should remember to use carryover pounds first once they rollover.

USDA Foods Recipes

Use your USDA shredded [cheddar](#) and/or [mozzarella](#) cheeses or your student's favorite meats for a delicious variation of [cheese pizza](#). This recipe must be adjusted to meet serving sizes and meal patterns.



Training and Webinar Opportunities

School Year 2024-2025 Reminders and Resources Webinar

Join us for updates, reminders and resources as we start another school year! Thursday, August 22, at 2 p.m. ET. [Register here](#).

Alternate Income Application Webinar Follow-up

For those unable to attend the alternate income application webinar, you can find the slides with speaker notes [here](#). There are three options to choose from to collect alternate income applications this year.

1. Use the [USDA Meal Benefit Application](#). This requires NSLP verification procedures to be followed and these students will be included in the automatic enrollment process.
2. Use the [IDOE Alternate Income Application](#) with the SUN Bucks signature line included. This requires SUN Bucks verification procedures to be followed and these students will be included in the automatic enrollment process.
3. Use the [IDOE Alternate Income Application](#) **without** the SUN Bucks signature line* included. This does not require any verification and these students will **not** be pulled for automatic enrollment.

Regardless which application process you choose, directly certified (DC) students will be automatically enrolled as long as they are marked as free and reduced qualifying on the student enrollment report in Data Exchange (DEX).

*Schools are allowed to remove the SUN Bucks signature line without prior approval from IDOE. Changes to other parts of the application should be approved prior to use.

Reminders

Deadline Approaching: Summer EBT and Rural Non-Congregate Option in the Summer Meal Programs Interim Final Rule

The USDA Food and Nutrition Service (FNS) is extending the public comment period on the interim final rule, "Establishing the Summer EBT Program and Rural Non-Congregate Option in the Summer Meal Programs," published in the Federal Register on December 29, 2023. This action extends the public comment deadline to Tuesday, August 27, to give the public additional time to prepare and submit comments.

The Consolidated Appropriations Act, 2023 requires the Secretary of Agriculture to make available to states an option to provide summer meals for non-congregate meal service in rural areas with no congregate meal service and to establish a permanent summer electronic benefits transfer for children program (Summer EBT) for the purpose of ensuring continued access to food when school is not in session for the summer.

This interim final rule amends the Summer Food Service Program (SFSP) and the National School Lunch Program's Seamless Summer Option (SSO) regulations to codify the flexibility for rural program operators to provide non-congregate meal service in the SFSP and SSO, collectively referred to as the summer meal programs. This rule also establishes regulations and codifies the Summer EBT Program in the Code of Federal Regulations.

USDA's FNS invites interested persons to submit written comments on this interim final rule. Comments may be submitted in writing by one of the following methods:

- Federal eRulemaking Portal: Go to <https://www.regulations.gov>. Follow the online instructions for submitting comments.
- Mail: Send comments to Community Meals Policy Division, USDA Food and Nutrition Service, 1320 Braddock Place, Alexandria, VA 22314.

All written comments submitted in response to this interim final rule will be included in the record and will be made available to the public. Please be advised that the substance of the comments and the identity of the individuals or entities submitting the comments will be subject to public disclosure. USDA will make the written comments publicly available [here](#).

Updates from Our Partners

2024 Back to School Toolbox

The Institute of Child Nutrition (ICN) is making going back to school as easy as ABC, with resources to prepare for the upcoming school year. Filter ICN's [Back to School Toolbox](#) resources by role and resource type, including:

- A video checklist guide to opening your kitchen after break
- A downloadable PDF checklist
- Self-paced online courses

Upcoming Dates



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|-----------------------------------|--|
| Friday, August 16 | Indiana SUN Bucks Application Closes |
| Friday, August 16, at 4 p.m. ET | SUN Bucks Address Change Requests Deadline |
| Thursday, August 22, at 2 p.m. ET | 2024-2025 Reminders and Resources Webinar |
| Tuesday, August 27 | Summer EBT Final Rule Comments Extended Deadline |

Additional Resources

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

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- [07/18/24 Indiana Leaders Share More About Ongoing, Collaborative Work to Develop New Diploma Seals](#)
- [07/17/24 2024 ILEARN Results Released](#)

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