



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

On-Site Reviews

Sponsors with more than one site must conduct on-site reviews by February 1, annually. All sites operating the lunch program must be reviewed annually. At least 50% of all breakfast sites must be reviewed each year, and the other 50% of breakfast sites reviewed the following year, ensuring all breakfast sites are reviewed at least every other year. Find the monitoring forms [here](#).

Join the Indiana Department of Education (IDOE) tomorrow, Thursday, November 13, at 2:30 p.m. ET for an On-site Reviews Best Practices webinar. Register [here](#).

Important Updates

USDA Foods Ordering Reminder

Someone must be available to inspect, verify, and accept all USDA Foods deliveries. Keep this in mind orders when inclement weather and school delays occur, as well as planned breaks, e-learning days, employee vacations, and holidays. Be sure to cross-reference school and personal calendars with available delivery periods before placing orders. If an order is placed and staff are unavailable to accept it, the school could still be invoiced for transportation, handling, restocking, fuel, and labor for that delivery.

State Match Resource

June 2025 State Match has been disbursed. Federal regulations require state agencies to contribute state matching funds to school food authorities (SFAs) on the National School Lunch Program. USDA calculates the amount states must distribute, and states choose how it is distributed among schools. Indiana distributes the match requirement based on the paid meals (fair share based on the number of paid meals at that SFA, compared to all paid meals in the state). Sponsors should treat state match funds like other school nutrition federal funds, but can decide how to distribute the funds among nutrition programs. Sponsors that claim using the Community Eligibility Provision (CEP) at all sites and are reimbursed for all meals at the free reimbursement rate will not have State Match funds distributed. To learn more, including instructions on how to pull a report of the funds received by site, please see the [State Match Fact Sheet](#). Questions about State Match can be directed to SCNfinance@doe.in.gov.

Connecting Families to Additional Food Resources

While the purpose of the United States Department of Agriculture (USDA) School Nutrition Programs is to ensure reliable access to nutritious meals for students during the school day, sponsors can also play a key role in helping to connect families to additional resources. Sponsors could consider the ideas outlined [here](#) for providing additional foods to students.

Verification Period Ending

The traditional verification period ends on Saturday, November 15. All final letters of determination must be sent by that date. The next step in the process is to complete the verification summary report (VSR). The VSR is due by January 15, 2026, and cannot be completed until the October claim has been submitted. Join IDOE on Thursday, November 20, at 10 a.m. ET for a VSR how-to webinar. Register [here](#).

Farm to School

Feedback Surveys

[Food Day](#) and [Apple Crunch](#) feedback surveys are now available! These surveys are for anyone who participated in Indiana Food Day or Indiana Apple Crunch. The Indiana Grown for Schools Network would love to learn what you did, if you procured local corn products or apples, and how we can better support your efforts next year! Sharing your feedback helps us to develop and grow the initiatives for 2026, and we are grateful for your time in providing feedback.

Greenhouses, Crop Covers, and Other Season Extension Tools for Schools Webinar

Greenhouses, Crop Covers, and Other Season Extension Tools for Schools webinar will be held on Tuesday, November 19, from 4 to 5 p.m. ET. Panelists will share their experience with greenhouses and discuss how schools can utilize them while working with what they have to extend their growing season. Registration on [the Indiana Learning Lab](#) is now available. Participants will need to create a Learning Lab account in order to access the live training registration. Questions about how to register can be directed to F2S@doe.in.gov.

USDA Foods

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. Due to a system glitch, CNPweb has been allowing schools to place orders past this deadline. IDOE is working to fix this issue. However, any orders or edits after the 10 a.m. ET deadline cannot be honored and could result in an extreme delay in receiving the order. After the deadline, the delivery period will default to the next available delivery period for your area and a new order must be placed by your school.

Food Distribution Program Moving to PrimeroEdge

Early next year, the Food Distribution Program (FDP) will move from the CNPweb system to a new system in PrimeroEdge. The tentative roll out will be in mid to late January 2026, beginning with the annual pre-order forecast survey. IDOE will provide more details and training information as we get closer to the roll out period.

Be Sure Your School Food Authority (SFA) is Placing USDA Foods Orders

USDA Foods can reduce your school's food budget by 15 to 20%. In order to benefit from USDA Foods, you must place orders for delivery to your school.

- Instructions for placing orders for direct delivered USDA Foods can be found [here](#).
- For USDA Foods for Processing, you will need to manage and monitor them in [KIT Foodservice](#) and/or [ProcessorLink](#) to ensure a distributor is selected and order via their website.
- Department of Defense (DoD) Fresh Fruits and Vegetables Program orders are placed via the Fresh Fruits and Vegetables Order Receipt System ([FFAVORS](#)).

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.

USDA Foods Cancellations for SY 2025-2026

100309 Canned Carrots (Entire School Year)
100256 Frozen Strawberry Cups (January - September 2026)

Procurement

Considering a Partnership or Joining a Cooperative?

If you are interested in partnering with a food service management company or joining a cooperative purchasing group (Co-op), contact IDOE at scnprocurement@doe.in.gov to find out where to start.

New Monthly Reconciliation Form

IDOE has a new [USDA Foods Monthly Reconciliation Report](#) form. This form is required during a procurement review 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

In-Person Training: Meal Patterns & Offer vs. Serve (OVS)

IDOE is excited to offer in-person training for school nutrition professionals on breakfast and lunch meal patterns and OVS. This training is geared toward menu planners, but all are welcome.

All participants must register in advance for the desired training. Please register for only one session, as the content will be the same.

- Tuesday, December 2, from 1 to 3 p.m. ET at Kokomo Schools (721 W. Jackson Street, Kokomo, IN 46901) [Register here](#).
- Thursday, December 11, 1 to 3 p.m. ET at MSD of Martinsville (389 E. Jackson Street, Martinsville, IN 46151) [Register here](#).

Upcoming Webinars

- On-site Review Best Practices on Thursday, November 13
- Greenhouses and Other Extenders Panel on Tuesday, November 18
- Verification Summary Report (VSR) on Thursday, November 20
- Culinary Skills for A+ School Meals Virtual Training
 - Maximizing USDA Foods for Nutritious and Cost-effective Meals
 - Pasta Perfection: Techniques for Great Flavor and Texture

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

National School Lunch Week Scrapbook

Thank you to everyone who submitted National School Lunch Week photos for the 2025 scrapbook. Find these photos [here](#).

CNPweb Sponsor-Level Account Access Changes

Reminder: Per federal law, only School Food Authority (SFA) employees can have edit access to FDP. Food Service Management Company (FSMC) employees can only have view access in CNPweb

Sponsor-level accounts are CNPweb accounts with a login ID that is just the school corporation number (such as 5390 or K199). Most sponsors have a sponsor-level account still active in CNPweb. These accounts were the standard login ID prior to the switch to single user accounts in 2022. Sponsor-level accounts currently only have access to the FDP, and the access for this login has been changed to View Only. If a single user account needs access to FDP, the local CNPweb administrator can submit a help form request [here](#). If you are unsure who to reach out to in your district, the list of local CNPweb administrators can be found [here](#).

Innovation Hub Grant

The Lake Michigan School Food System Innovation Hub is here to shake up school meals. The Spark and Innovation Awards applications are now open through January 23, 2026. The goal of the funding is to focus efforts on healthier food for kids and building a stronger, smarter local food system. The Northwest Indiana (NWI) Food Council is our Indiana State Lead for the Innovation Hub, and they are here to help you make your school food innovation dreams a reality— no matter where you are in the state! Find more information about this award opportunity [here](#). Our state contact for the grant is NWI Food Council Farm to School Coordinator [Veronica Jalomo](#). Reach out to Veronica for help with the application or to ask questions.

Updates from Our Partners

Institute of Child Nutrition November Virtual Instructor Led Training (VILT)

The November VILT Training, titled Norovirus in Schools, will be held on Thursday, November 20, at 2 p.m. ET. Register [here](#).

Upcoming Dates



Thursday, November 13	On-site Review Best Practices Webinar
Tuesday, November 18	Greenhouses and Other Season Extender Panel Webinar (hosted live in the Learning Lab)
Thursday, November 20	Verification Summary Report Webinar
Monday, December 1	Final September Claim Date
Tuesday, December 2	Meal Pattern and OVS Training in Kokomo
Thursday, December 11	Meal Pattern and OVS Training in Martinsville
Friday, December 19	Smart Snacks Exempt Fundraiser Survey Closes



Additional Resources

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

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