

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

Professional Standards

All school nutrition program (SNP) staff are required to meet professional development training standards annually. Professional standards are intended to ensure that personnel are knowledgeable about key aspects of the SNPs and the duties of their positions. The school food authority (SFA) is required to train staff based on assigned job duties, level of job responsibility, and include training on specific topics each year.

Position	Required Training Hours
School Nutrition Director	12 hours
Managers	10 hours
Staff working more than 20 hours/week	Six hours
Staff working less than 20 hours/week	Four hours

SFA professional standard reminders:

- Track all staff training throughout the year. Any manual or electronic tracker is allowed or SFAs can use [Indiana Department of Education's training tracker template](#).
- When conducting staff training, keep a dated agenda for each training that includes the name of the trainer, topics covered, a copy of any handouts provided, staff signatures, and the total time spent on the training. A training agenda template can be found [here](#).
- Non-food service staff with duties related to SNPs must receive annual training related to their responsibilities, including meal counting, free and reduced eligibility, offer vs. serve, civil rights, etc. Though non-food service staff are not required to meet a specific number of annual training hours, training documentation must still be maintained.
- All professional standards training documentation will be reviewed by your field specialist during an administrative review.

Visit IDOE's [Professional Standards webpage](#) for more resources.

Important Updates

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 Food Distribution Program (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](#). Indiana's 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.

Farm to School

Apple Crunch Survey

The [Apple Crunch Feedback Survey](#) is now ready. The Indiana Grown for Schools Network would love to learn what you did, if you procured local apples, and how they can better support your efforts next year! Thank you for sharing your feedback to develop and grow the initiative for 2026

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

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

Food Distribution Program Moving to PrimeroEdge

Early next year, the Food Distribution Program (FDP) will move from the CNPweb system to 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.

Is Your School Ready for a Recall?

While recent recalls did not affect USDA Foods, it is important that schools remain recall ready.

Preparation

- Have recall procedures in place.
- Ensure all staff are properly trained.
- Assign a food safety coordinator
- Maintain a contact list of school sites.
- Notify sites as soon as possible.

Locate

If recall does impact USDA Foods, find, isolate, and label the food with Do Not Use labels.

Conduct an inventory assessment of the affected food within 48 hours.

IDOE and USDA will provide product information, instructions for handling affected food, specific disposal instructions as necessary. For more information regarding recalls, click [here](#).

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

Remember 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 [K12 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

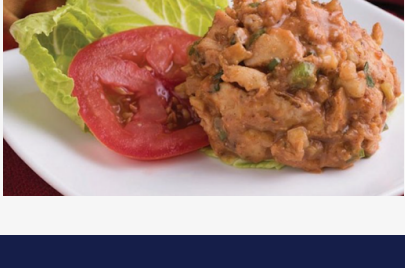
As a reminder, schools must enter their DOD Program receipts into the [FFAVORS](#) within two calendar days after the produce is delivered to your school.

USDA Foods Cancellations for SY 2025-2026

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

USDA Foods Recipe Ideas

Use your USDA Foods [diced chicken](#) or [turkey roast](#) for this [barbecue chicken or turkey salad](#) recipe. This recipe may need to be adjusted to meet serving sizes and meal patterns.



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 roup (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
 - Efficiency In Action: Smart Practices for a Productive Kitchen
 - 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

Smart Snacks Exempt Fundraiser Survey

IDOE is looking for feedback regarding the annual limit on Smart Snacks exempt fundraisers. We want feedback from stakeholders about the current limit of two per building per year, along with ideas for best practices for tracking non-compliant food-based fundraisers. The survey is open now through Friday, December 19. Feel free to share with stakeholders who may not receive this newsletter. Click [here](#) to respond.

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](#)