

01/18/2019

Dear Food Service Contact,

This email provides news for schools concerning the Child Nutrition Programs from USDA and the state. If you are the food service contact for your school or corporation, it is your responsibility to relay important information provided to you about the Child Nutrition Programs to other staff members.

Food Distribution Program (FDP) Updates

Pre Order Survey

- The FDP survey is now open.
- You must be in the green puzzle piece on the [CNPweb](#) in School Year (SY) 2020 to complete it.
 - You can find it under the Surveys tab.
- If you have opted to commit a dollar amount to go toward USDA DoD Fresh Fruit and Vegetable Program, you can find that amount under the Entitlement tab where it says Spec followed by 6 numbers (i.e. SpecXXXXXX).
- Remaining entitlement is the amount available to spend. IDOE wants you to spend up to 102% of the entitlement. If the dollar amount in this box is red, then you have spent too much and will need to re-evaluate and modify some choices.
- Both Direct Delivered (Brown Box) and Direct Diverted (Raw Product sent to processors) are on the same survey. The RA can choose the products to meet their school's needs and student preferences. Remember all processors must be procured in compliance with your procurement plan.
- Under End Products, place the amount of cases you wish to receive in the fall for each product needed.
- Under Raw Products place the amount of pounds that you wish to have sent to each processor.
- Remember the Calc button calculates your figures for you.
- The submit button only submits any changes you made. There is no notification of receipt or completion of the survey.
- The survey closes on Friday, March 15 and cannot be reopened.
- Questions? Contact Cheryl Moore at cmoore@doe.in.gov.

USDA DoD Fresh Fruit and Vegetable Quick Guide

- There is a new USDA DoD Fresh Fruit and Vegetable Quick Guide to help with your questions!
- Click [here](#) to access the new guide.
- Questions? Contact Cheryl Moore at cmoore@doe.in.gov.

Direct Certification (DC)

- New data has been loaded into the STN Database for Direct Certification matching.
 - Keep in mind the Eligibility will still say 12/2018, this is because our eligibility information is always a month behind.
- Don't forget! Sponsors are required to conduct DC a minimum of 3 times a year, however, schools are recommended to conduct DC monthly.
- Now that school is back in session, it is a good time to run a DC match to catch any newly enrolled students.
- Please note, sponsors are still reporting issues with accessing the website. There are a couple of tips to try while we get this problem fixed:
 - Try accessing DC in another web browser. For instance, if you normally pull your DC Matches in Google Chrome, try Internet Explorer, or vice versa.
 - Try accessing DC at another time. If you find that you cannot download a match list or even log in to the STN App Center, give it an hour or two and try it again.
- If using another browser or accessing DC at another time does not clear up the issue, let us know! We are working to get this issue corrected as soon as possible.
- Questions? Contact Allie Caito-Sipe at acaito@doe.in.gov.

Upcoming Due Date! Breakfast and Lunch On-Site Reviews

- Sponsors with more than one site (building) are required to conduct on-site reviews every year.
- Single site sponsors (those with only one building) are highly encouraged to conduct an annual on-site review to ensure integrity and accountability of the Child Nutrition Programs.
- While a review must be conducted for every site at lunch, only 50% of the breakfast sites must be reviewed in a year. In the following year, the other 50% of breakfast sites must be reviewed.
- The review should be conducted by a person who does not regularly work in the reviewed building.
- The reviewer should stay for the entire meal service, make notes of their observations during the meal service, and may not conduct two or more lunch evaluations or two or more breakfast evaluations on the same day.
- If breakfast in the classroom is implemented, schools will need to complete the breakfast section of the review by observing a few classrooms.
- Your Field Specialist will check the completed review forms during an Administrative Review.
- Keep completed on-site reviews on file at the school for three years plus the current operating year.
- To access the form and instructions, click [here](#).
- The on-site reviews are due by Friday, February 1.

- Questions? Contact your Field Specialist.
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After School Snack Program (ASSP) Resources

- The After School Snack Program Quick Guide has been updated!
 - Please note one important update:
 - A month prior to beginning the ASSP or changes to the ASSP, schools must update their site information sheets in the CNPweb.
 - For example, a school wanting to implement the ASSP in February or needing to make changes to the program, such as revising the start time of the ASSP, must update the CNPweb in January.
 - Click [here](#) to access the guide.
 - Questions? Contact your Field Specialist or Allie Caito-Sipe at acaito@doe.in.gov.
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Coffee Break Webinars

- **Don't forget!** IDOE is hosting Coffee Break Webinars this month!
 - The last webinar will be next Thursday, January 24, at 1:30 p.m. on unpaid meal charges.
 - For more information and to register for the webinars, click [here](#).
 - Questions? Contact Maggie Schabel at mschabel@doe.in.gov.
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Indiana School Nutrition Association (ISNA) Winter Seminar and New Certificate Program Courses

- Don't forget! ISNA's Winter Seminar will be Friday, February 1 at the Willows on Westfield.
 - For more information and to register, click [here](#).
 - ISNA and IDOE have partnered together to present the first two courses of the new Indiana Food Service Director Certificate Program.
 - These courses on Reimbursable Meals and Menu Planning to Increase Participation will take place Thursday, January 31 at the Willows on Westfield.
 - For more information and to register, click [here](#).
 - Questions? Contact Jan Frost at jan@indianasna.org.
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Missed a Weekly School Nutrition Newsletter? Click [here](#) to access previous newsletters!

Please do not reply directly to this email. If you have any questions or concerns regarding this email, please contact Allie Caito-Sipe at acaito@doe.in.gov, call (317) 232-0849, or toll-free at 1-800-537-1142 ext. 20849. You can also contact Sarah Kenworthy at skenworthy@doe.in.gov, call (317) 232-0857, or toll-free at 1-800-537-1142 ext. 20857.