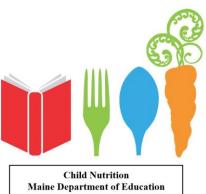
# USDA Food Monthly Ordering





# Web Pages

#### Child Nutrition website:

https://www.maine.gov/doe/schools/ nutrition

#### CNPWeb website:

https://me.cnpus.com/cnp/Login

#### Steps to log into CNPWeb & FDP

Log into CNPweb

Select: FDP

Select Year: 2023

Locate Sponsor name by clicking on the 1st letter of your

sponsor name/district

Click on Sponsor "number"

Takes you to sponsor summary page



Seach Maine DOE Websit

SEARCH

About ▼

Maine Educators ▼

Teaching & Learning ▼

Maine Schools \*

Assessment & Accountability -

Data & Reporting ▼

Funding ▼

 $\underline{\text{Home}} \rightarrow \underline{\text{Maine Schools}} \rightarrow \underline{\text{Child Nutrition}} \rightarrow \underline{\text{Child Nutrition}}$ 

Programs
CNPWeb/NEO
Student Eligibility & Applications
Financial
Legal References
Webinars and Training

Contacts and Events

#### **Child Nutrition**

A hungry child cannot learn. The Maine Department of Education Child Nutrition is proud to support several federal programs for the health and well-being of Maine's children and youth. Each of these programs helps fight hunger and obesity by reimbursing organizations such as schools, child care centers, and after-school programs for providing healthy meals to children. Resources for school food service professionals as well as access to guidance and regulatory information is provided here to support these programs. Child Nutrition oversees several United States Department of Agriculture (USDA) Food and Nutrition Services programs and initiatives that provide healthy food to children.

Non-Discrimination Statement and Civil Rights Information

#### **HOT TOPICS**

<u>Using Ounce Equivalents in CACFP</u> <u>Ounce Equivalents for CACFP</u> (6/22/2022)

#### CHILD NUTRITION LIST SERVE

Join our National School Lunch Program Email List

Join our CACFP Email List

#### **CNPWEB**

Log In

#### ONLINE APPLICATION FOR FAMILIES

Click here to complete a free/reduced meal application. If your school district is not listed, please contact them directly.

#### Program Selection

Program Code	Program Description
SNP	School Nutrition Programs
SFSP	Summer Food Service Program
FDP	Food Distribution Program (USDA Foods)



#### Selecting Sponsor



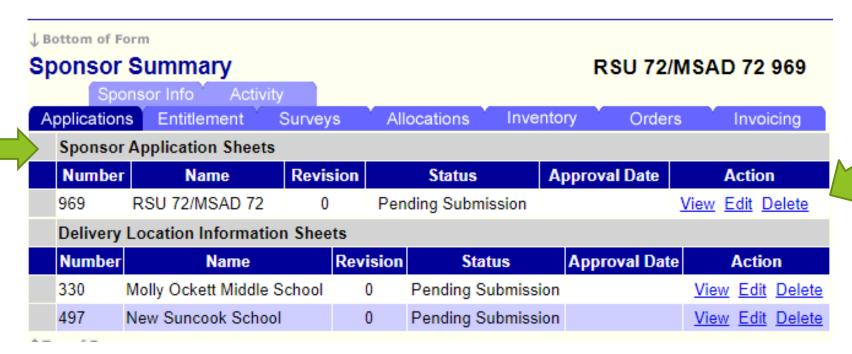
Program Year: 2023 Sponsor 969 -



- Locate Sponsor name by clicking on the first letter of your Sponsor name.
- Click on Sponsor "number"
- ► Takes you to Sponsor Summary page

#### Two Step Process

- 1. Sponsor Application Sheet.
- 2. Delivery Location Information Sheet.



▶ Step 1. Select 'Edit' under Action column. All information must be current, and all boxes must be filled out.

## **Sponsor Application Sheet**

- ▶ All information must be current, and all boxes must be filled out.
- ▶ The Program contact and Alternate contact CAN NOT be the same person.
- Below email is missing, this cannot be approved.

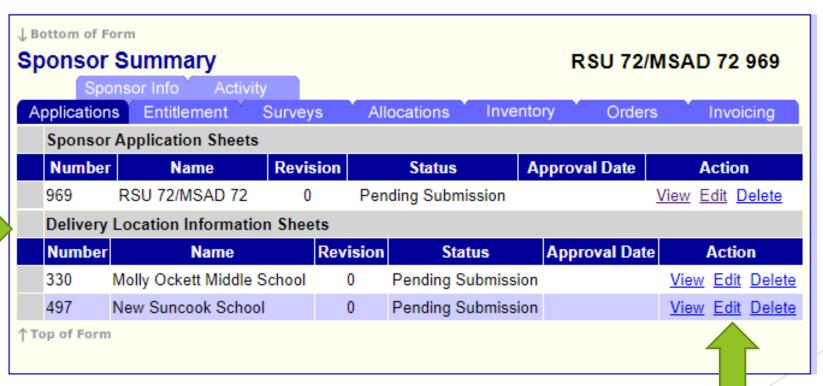


Click Submit



#### 2. Delivery Location Information Sheet.

Click on Edit to update your Delivery Location Information

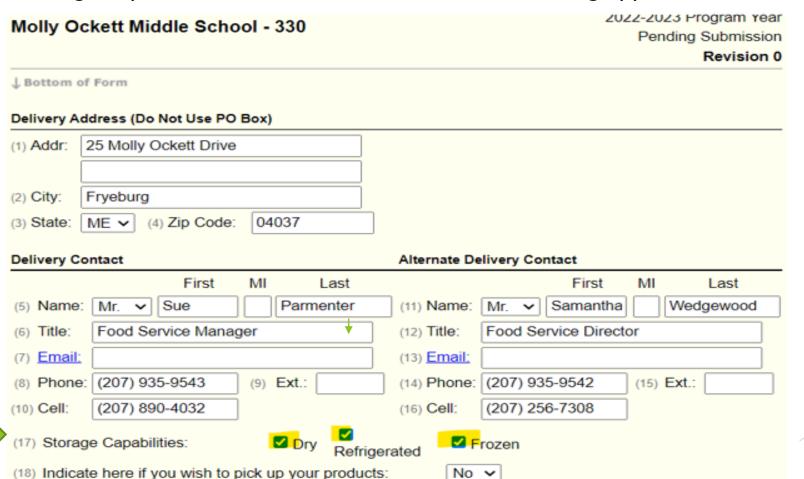


#### **Delivery Sheet**

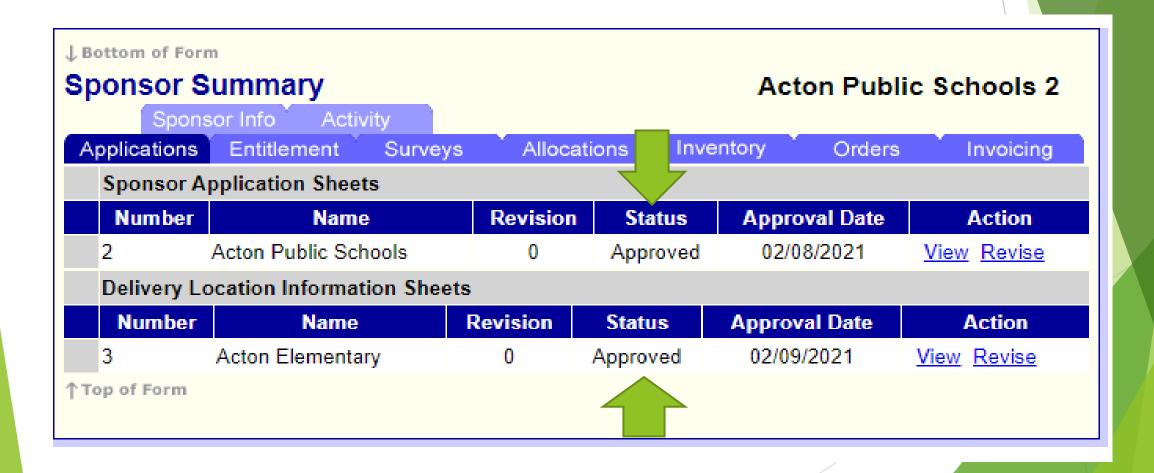
All information must be current.

Delivery contact and Alternate Delivery contact CAN NOT be the same person.

Storage capabilities must be checked off before being approved.



# This Sponsor Summary is ready, it is approved to place their monthly survey orders.



## Placing your monthly survey order

#### From the Sponsor Summary page:

- Select "Orders"
- select "New Orders"
- Select location
- Delivery period
- Next

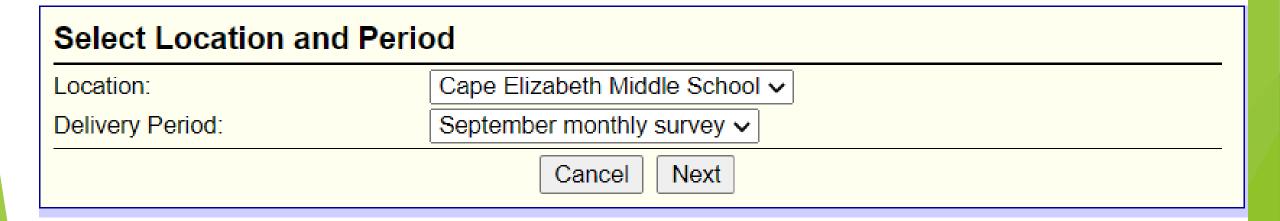
# Sponsor and number of delivery locations.

Select "Orders' then "New Orders" for the selected delivery location

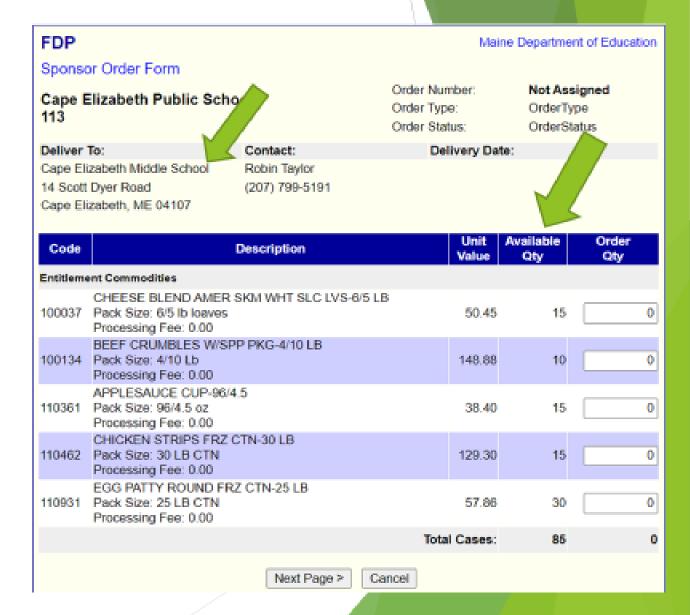
When you select the Delivery Location you will see all the cases allocated for that month for all delivery drops.

	r Summary onsor Info Activ	ity		Augus	ta F blic S	Schools 28
Applicatio	ns Entitlement	Surveys	Allocations	Inventory	Orders	Invoicing
Sponso	r Orders				N	ew Orders
Order Id	Period		Delivery Loca	tion	Status	Action
1172	September Orders	Sylvio	Sylvio J Gilbert School Received View			View Edit
1173	September Orders	Cony H	Cony High School Received View Edit			
1174	September Orders	Farring	Farrington Elementary School Received <u>View Edit</u>			
1175	September Orders	Lillian I	Lillian Parks Hussey School Received <u>View</u> <u>Edit</u>			
1176	September Orders	Lincolr	Lincoln Elementary Received View Edit			

#### Select location and delivery periods



- Enter in how many cases of each item you want delivered the "following month" in the 'Order Qty' box for each location.
- If you have more then one delivery location, when you place a different delivery location order the "Available Qty" has been reduced by the previous delivery location order.
- You can only order up to the number of cases showing in the 'Available Qty' column.
- You don't need to take them all each month, you can take less if you want.
- The remaining cases you don't take each month will roll over to the following monthly survey/order.
- April is the very last monthly survey, the items that are showing on this survey will be shipped to you and May and may not be refused.



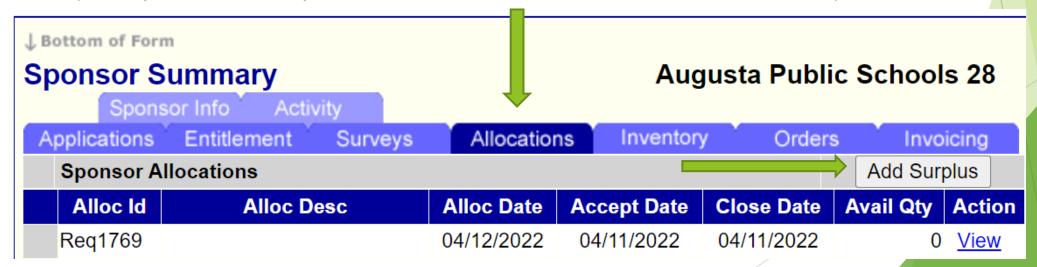
#### How to order "Surplus" items

Items that haven't been spoken for

- Click on "Allocations:
- Click on "Add Surplus"
- You will see cases of products that are at the distributor and have no owners
- You can order any products available as long as you have PAL available.

Entitlement Available \$3,964.86

Any "Surplus" items requested will be added to the "Order/Delivered Qty"



#### Surplus items

- On each individual item, in the "Request Qty box, enter in how many cases you are requesting for your Sponsor.
- Surplus items move over to the orders tab. If you want these items to come in with your monthly survey each month, you must go back to the orders tab and do the same exact steps as if you were placing your monthly survey order.

Varehouse	e: PFG			Region:	п отобр.	1	
Request Date Close Date			Ent	itlement Available	€		
9/	16/2022	10/1/2022			\$74.48		
Code		Description	Value	Surplus R Qty	uest .ý	Proc Fee	Total Fees
ntitlemen	t Commoditie	S			*		
100242	BLUEBER 8/3 LB Size: 8/3 I Storage: F		49.23	389	0	0.00	0.00
100360	BEANS G/ Size: 6/#1 Storage: [		22.03	153	0	0.00	0.00
100935	SUNFLOV 6-5#'S Size: 6/5 I Storage: [		64.68	147	0	0.00	0.00
110346	BEEF PAT 40 LB Size: 40 lk Storage: F		169.20	37	0	0.00	0.00
110361	APPLESA Size: 96/4 Storage: [		38.40	234	0	0.00	0.00
110393	PANCAKE FZN-144 ( Size: 144	ctn	12.92	105	0	0.00	0.00

## Surplus

- After you request Surplus items, you will go back and follow the previous directions for the monthly ordering to add this to the delivery.
- If this step is not taken you will not receive the Surplus items, the following month.
- ► They will show up in the following monthly survey.

#### To view Monthly Survey

- Go to "Sponsor Summary" page, this is where ALL the tabs are.
- Once the monthly Survey closes, after the 15<sup>th</sup> each month.
- Select "Orders"
- Look for the "Period" this is the ordered month
- Click on "View"
- "Received Qty" is what is to be delivered, not already delivered.

↓ Bottom of Form  Sponsor Summary  Activity  Activity					
Application	s Entitlement Surveys	Allocations Inventory	Orders	Invoicing	
Sponsor	Orders			New Order	
Order Id	Period	Delivery Location	Status	Action	
1096	September Orders	Acton Elementary	Received	<u>View</u> <u>Edit</u>	
1520	October Orders	Acton Elementary	Received	<u>View</u> <u>Edit</u>	
1602	November orders	Acton Elementary Received		<u>View</u> <u>Edit</u>	

## Monthly Order View

FDP

Maine Department of Education

3262

Carrier

Received

**Sponsor Order Form** 

Acton Public Schools
2 Order Number:
Order Type:
Order Status:

Deliver To: Contact: Delivery Date:

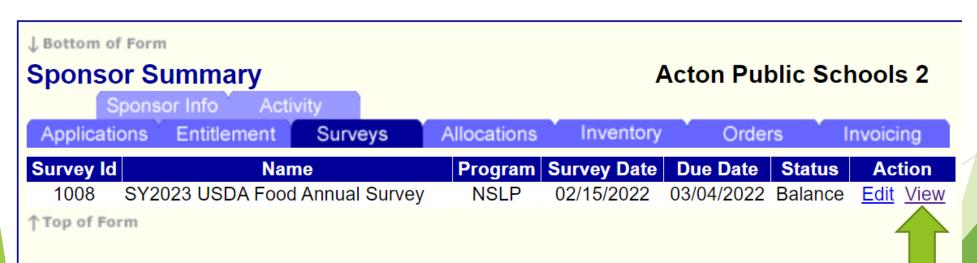
Acton Elementary Holly Hartley
700 Milton Mills Road (207) 608-8761

Acton, ME 04001

Code	Description		Unit Value	Order Qty	Delivered Qty	Received Qty	Total Value
Entitleme	Entitlement Commodities						
110346	BEEF PATTY 90/10 FRZ CTN-40 LB Pack Size: 40 lb ctn Processing Fee: 0.00		169.20	2	2	2	338.40
110361	APPLESAUCE CUP-96/4.5 Pack Size: 96/4.5 oz Processing Fee: 0.00		38.40	2	2	2	76.80
110462	CHICKEN STRIPS FRZ CTN-30 LB Pack Size: 30 LB CTN Processing Fee: 0.00		129.30	2	2	2	258.60
		Total	Cases:	6	6	6	673.80
Cancel							

## To View Annual Survey

- Click on "Surveys"
- Click "View"
- From the drop down: "Month" you can select "All" or a month.
- ► The month could change based on when the order is purchased from the vendor.



#### **Annual Survey**

These are the months when the trucks are "tentatively" scheduled to be delivered



#### USDA Foods Ordering and Delivery Months

ORDERS	Delivery			
1st - 15th	Month			
September	October			
October	November			
November	December			
December	January			
January	February			
February	March			
March	April			
April	May			
Summer Food Service Only				
May 1-15	June			

If you do not place a monthly survey everything will roll to the following month.

You WILL NOT receive any USDA Foods if you do not complete a monthly survey.

If no monthly orders are placed, ALL cases WILL be delivered in May.

This order CANNOT be refused.

