

USDA Food Monthly Ordering



Child Nutrition
Maine Department of Education

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

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

[Using Ounce Equivalents in CACFP](#)
[Ounce Equivalents for CACFP \(6/22/2022\)](#)

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-

Sponsor Summary

Sponsor Selection Criteria

Sponsor Number:

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [All](#) [Num](#)

- ▶ 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.

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Sponsor Summary

RSU 72/MSAD 72 969

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
969	RSU 72/MSAD 72	0	Pending Submission		View Edit Delete

Delivery Location Information Sheets


Number	Name	Revision	Status	Approval Date	Action
330	Molly Ockett Middle School	0	Pending Submission		View Edit Delete
497	New Suncook School	0	Pending Submission		View Edit Delete

- ▶ 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.

FDP Maine Department of Education

Sponsor Application Sheet 

**RSU 72/MSAD 72
969** 2022-2023 Program Year
NSLP Program
Pending Submission
Revision 0

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Program Contact				Alternate Contact			
	First	MI	Last		First	MI	Last
(1) Name:	Mr. ▾	Samantha	Wedgewood	(8) Name:	Mr. ▾	Jay	Robinson
(2) Title:	Food Service Director			(9) Title:	Superintendent		
(3) Email:	<input type="text"/>			(10) Email:	<input type="text"/>		
(4) Phone:	(207) 935-9542	(5) Ext.:	<input type="text"/>	(11) Phone:	(207) 935-2600	(12) Ext.:	1415
(6) Cell:	(207) 256-7308			(13) Cell:	(207) 256-2217		

Mailing Address

(29) Addr:

(30) Addr:

(31) City:

(32) State: (33) Zip Code:

Street Address (Do Not Use PO Box)

(34) Addr:

(35) Addr:

- ▶ Click Submit

2. Delivery Location Information Sheet.

- ▶ Click on Edit to update your Delivery Location Information

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Sponsor Summary RSU 72/MSAD 72 969

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory Orders Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
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497	New Suncook School	0	Pending Submission		View Edit Delete

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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.

Molly Ockett Middle School - 330

2022-2023 Program year

Pending Submission

Revision 0

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Delivery Address (Do Not Use PO Box)

(1) Addr:

(2) City:
(3) State: (4) Zip Code:

Delivery Contact

Alternate Delivery Contact

First	MI	Last	First	MI	Last
(5) Name: <input type="text" value="Mr."/> <input type="text" value="Sue"/> <input type="text"/>	<input type="text"/>	<input type="text" value="Parmenter"/>	(11) Name: <input type="text" value="Mr."/> <input type="text" value="Samantha"/> <input type="text"/>	<input type="text"/>	<input type="text" value="Wedgewood"/>
(6) Title: <input type="text" value="Food Service Manager"/>			(12) Title: <input type="text" value="Food Service Director"/>		
(7) Email: <input type="text"/>			(13) Email: <input type="text"/>		
(8) Phone: <input type="text" value="(207) 935-9543"/> (9) Ext.: <input type="text"/>			(14) Phone: <input type="text" value="(207) 935-9542"/> (15) Ext.: <input type="text"/>		
(10) Cell: <input type="text" value="(207) 890-4032"/>			(16) Cell: <input type="text" value="(207) 256-7308"/>		

(17) Storage Capabilities: Dry Refrigerated Frozen

(18) Indicate here if you wish to pick up your products:

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

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Sponsor Summary Acton Public Schools 2

Sponsor Info Activity

Applications Entitlement Surveys Allocations **Inventory** Orders Invoicing

Sponsor Application Sheets

Number	Name	Revision	Status	Approval Date	Action
2	Acton Public Schools	0	Approved	02/08/2021	View Revise

Delivery Location Information Sheets

Number	Name	Revision	Status	Approval Date	Action
3	Acton Elementary	0	Approved	02/09/2021	View Revise

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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.

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Sponsor Summary

Augusta Public Schools 28

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Sponsor Orders **New Orders**

Order Id	Period	Delivery Location	Status	Action
1172	September Orders	Sylvio J Gilbert School	Received	View Edit
1173	September Orders	Cony High School	Received	View Edit
1174	September Orders	Farrington Elementary School	Received	View Edit
1175	September Orders	Lillian Parks Hussey School	Received	View Edit
1176	September Orders	Lincoln Elementary	Received	View Edit

Select location and delivery periods

Select Location and Period

Location:

Cape Elizabeth Middle School ▼

Delivery Period:

September monthly survey ▼

Cancel

Next

- 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 than 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.

FDP Maine Department of Education
 Sponsor Order Form

Cape Elizabeth Public Scho
113

Order Number: **Not Assigned**
 Order Type: OrderType
 Order Status: OrderStatus

Deliver To: Cape Elizabeth Middle School
 14 Scott Dyer Road
 Cape Elizabeth, ME 04107

Contact: Robin Taylor
 (207) 798-5191

Delivery Date:

Code	Description	Unit Value	Available Qty	Order Qty
Entitlement Commodities				
100037	CHEESE BLEND AMER SKM WHT SLC LVS-8/5 LB Pack Size: 6/5 lb loaves Processing Fee: 0.00	50.45	15	<input type="text" value="0"/>
100134	BEEF CRUMBLES W/SPP PKG-4/10 LB Pack Size: 4/10 Lb Processing Fee: 0.00	148.88	10	<input type="text" value="0"/>
110361	APPLESAUCE CUP-96/4.5 Pack Size: 96/4.5 oz Processing Fee: 0.00	38.40	15	<input type="text" value="0"/>
110462	CHICKEN STRIPS FRZ CTN-30 LB Pack Size: 30 LB CTN Processing Fee: 0.00	129.30	15	<input type="text" value="0"/>
110931	EGG PATTY ROUND FRZ CTN-25 LB Pack Size: 25 LB CTN Processing Fee: 0.00	57.86	30	<input type="text" value="0"/>
Total Cases:			85	0

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”

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Sponsor Summary

Augusta Public Schools 28

Sponsor Info Activity

Applications Entitlement Surveys **Allocations** Inventory Orders Invoicing

Sponsor Allocations [Add Surplus](#)

Alloc Id	Alloc Desc	Alloc Date	Accept Date	Close Date	Avail Qty	Action
Req1769		04/12/2022	04/11/2022	04/11/2022	0	View

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.

Warehouse: PFG		Entitlement Group: TEST		Region: 1		
Request Date	Close Date	Entitlement Available				
9/16/2022	10/1/2022	\$74.48				
Code	Description	Value	Surplus Qty	Request Qty	Proc Fee	Total Fees
Entitlement Commodities						
100242	BLUEBERRY WILD FRZ CTN 8/3 LB Size: 8/3 lb Storage: Freezer	49.23	389	<input type="text" value="0"/>	0.00	0.00
100360	BEANS GARBANZO CAN-6/10 Size: 6/#10 CAN Storage: Dry	22.03	153	<input type="text" value="0"/>	0.00	0.00
100935	SUNFLOWER SEED BUTTER 6-5#'S Size: 6/5 LB Storage: Dry	64.68	147	<input type="text" value="0"/>	0.00	0.00
110346	BEEF PATTY 90/10 FRZ CTN- 40 LB Size: 40 lb ctn Storage: Freezer	169.20	37	<input type="text" value="0"/>	0.00	0.00
110361	APPLESAUCE CUP-96/4.5 Size: 96/4.5 oz Storage: Dry	38.40	234	<input type="text" value="0"/>	0.00	0.00
110393	PANCAKES WHOLE WHEAT FZN-144 COUNT Size: 144 ctn Storage: Freezer	12.92	105	<input type="text" value="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 15th 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.

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Sponsor Summary **Acton Public Schools 2**

Sponsor Info Activity

Applications Entitlement Surveys Allocations Inventory **Orders** Invoicing

Sponsor Orders

Order Id	Period	Delivery Location	Status	Action
1096	September Orders	Acton Elementary	Received	View Edit
1520	October Orders	Acton Elementary	Received	View Edit
1602	November orders	Acton Elementary	Received	View Edit

Monthly Order View

FDP

Maine Department of Education

Sponsor Order Form

Acton Public Schools
2

Order Number: 3262
Order Type: Carrier
Order Status: Received

Deliver To:	Contact:	Delivery Date:
Acton Elementary 700 Milton Mills Road Acton, ME 04001	Holly Hartley (207) 608-8761	

Code	Description	Unit Value	Order Qty	Delivered Qty	Received Qty	Total Value
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.

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Sponsor Summary Acton Public Schools 2

Sponsor Info Activity

Applications Entitlement **Surveys** Allocations Inventory Orders Invoicing

Survey Id	Name	Program	Survey Date	Due Date	Status	Action
1008	SY2023 USDA Food Annual Survey	NSLP	02/15/2022	03/04/2022	Balance	Edit View

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Annual Survey

These are the months when the trucks are “tentatively” scheduled to be delivered

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Maine Department of Education

Survey Results

Acton Public Schools (2)

Program Year: 2023

Survey Name: SY2023 USDA Food Annual Survey

Month:



Program	Survey Start Date	Survey End Date	Status
NSLP	2/15/2022	3/4/2022	Balance

Product Code	Product Desc	Ent Value	Processing Fee	Total Requested	Adj	Fill	Bal
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Category: Beef

100158	BEEF FINE GROUND FRZ CTN-40 LB	\$567.64	\$0.00	4	4	0	4
110346	BEEF PATTY 90/10 FRZ CTN-40 LB	\$676.80	\$0.00	4	4	0	4

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.

