

January 5, 2023

Child Nutrition

HAPPY  
New Year

# Thursday Update

## In this week's update:

SCA-Round 3, Coding for PEBT Funds, Net Off Invoice, School Health Inspections, Alternate Economic Status Form, USDA Food Annual Order, Meal Accountability, Farm to School Cook-off In the News

## 2023 FARM TO SCHOOL

### COOK-OFF

**Deadline**  
**Approaching!**

Register your team by

**January 13, 2023!**

This year's challenge ingredients are:

**CARROTS & OATS**

Use this [link](#) to register your team. More information about the Cook-off can be found on our [website](#).



## SCA - Round 3

Sponsors now have the opportunity to opt in to receive Supply Chain Assistance - Round 3. If your District wishes to receive these fund, please complete this [form](#) before January 31, 2023.

## Just Announced! Coding for PEFT Funds

4557 - Child Nutrition - Local PEFT

## Net Off Invoice (NOI)

Have you been reviewing [ProcessorLink](#) and [K12 Foodservice](#) to monitor your usage?  
Are you receiving the NOI discount you should be receiving?

Net Off Invoice balances will be closely reviewed in January and February and unused balances will be transferred to Districts needing pounds.

Districts will be contacted about moving pounds to another District

## Alternate Economic Status Form

A reminder that the Alternate Economic Status Form is not usable for determining the eligibility of students in the Child Nutrition Programs.



## Meal Accountability Reminder

Per federal regulations, meals must be counted at the point of service, or when a student receives a reimbursable meal. There are instances when a teacher/staff member picks up a meal for a student, such as due to behavioral issues or the student isn't able to come to the cafeteria to select their own meal. Please note this meal cannot be counted and claimed until the student actually receives the meal. There must be a process in place to ensure the meal is counted upon receipt, such as a student roster that is returned to the kitchen.

## Farm to School Cook-off in the News!

The 2022 Farm to School Cook-off Champions from Lewiston were featured in the Food Service Director magazine! Check out the story here:

<https://www.foodservicedirector.com/operations/5-student-created-dishes-are-popping-k-12-menus>. The article showcases different K-12 menu items that were created by students over the past year. The recipes will be shared in a later article.

Read along for some menu inspiration and don't forget to submit **YOUR** school team for the 2023 cook-off!

## School Health Inspections

Regulations require schools to receive two health inspections per year. However, due to the low food safety risk of Maine schools, Maine Department of Health and Human Services only conducts one visit per year.

Please maintain this letter on file.

# Important things to keep in mind when placing your USDA Foods Annual Order

- PAL is allocated at the Sponsor/District level.
- If allocating PAL towards the Net Off Invoice (NOI) program, NOI pounds will tabulate once you hit “Calc” or “Submit”. The “Calc” button does not calculate your NOI usage.
- After submitting your SY 2024 Annual order, you can go back and re-adjust the figures on Brown box or Net off Invoice (NOI) items.
- “End Products” means purchased in cases.
- “Raw Products” means purchased in raw pounds, NOI items.

Example: A sponsor has requested 100 lbs. of raw apples towards National Foods. It takes 10 lbs. of raw apples to make one case of flavored applesauce cups. The sponsor will be able to buy a total of 10 cases for the year of applesauce cups using their NOI discount.

- If you plan on purchasing any Net off Invoice (NOI) when placing your annual order, then please use your distributors SY2024 NOI catalogs. This will tell you how many total pounds you will need to buy when purchasing from those individual manufacturers.
- Net off Invoice (NOI), those who participated in SY2022-2023 in the program, if you have any remaining lbs. left over from this school year, those lbs. will NOT be rolled over to the following school year. They will be swiped.
- “FFAVORS” Dollars Diverted to DOD FFAVORS. This will be listed under the ‘fruit’ category, “End products”.
- What is FFAVORS- The United States Department of Agriculture (USDA) Department of Defense (DoD) Fresh Fruit and Vegetable Program allows schools to use USDA Foods entitlement dollars to buy fresh produce. The program is operated by the Defense Logistics Agency (DLA) at the Department of Defense. Sponsors must register to be able to place their orders in the FFAVORS database. If you decide to participate in this program, your sponsor dollars amount that were requested from the Annual Survey will be entered into the FFAVORS database. There is a minimum delivery of \$150.00 per order.
- Make sure there will be room in your storage areas when your first delivery starts in either September or November.
- Please pass this information onto the person who will be placing SY2024 Annual survey.

# How to place SY 2024 USDA Foods Annual Order

Make sure there will be room in your storage areas when your first delivery starts in either September or November.

Please pass this information onto the person who will be placing SY2024 Annual survey.

- Log in <https://me.cnpus.com>
- Enter your User ID and password
- Select FDP
- Select Program Year 2024
- From the Alphabet, select the first letter of your sponsor/district name, or select 'All'. The sponsor(s) that you relate to, will appear.

Click on the hyperlinked number next to the name of your sponsor/district.

- Takes you to Sponsor Summary page.

Tabs: Applications, Entitlement, Surveys, Allocations, Inventory, Orders and Invoicing

- Select Surveys tab
- Select SY2024 USDA Food Annual Survey
- Select Edit

Select End Products in each product category- (items purchased in cases) in the blank box or boxes showing the months, enter the total cases you want for the entire year.

Select Raw Products in each product category- (items purchased in raw pounds) Net off Invoice (NOI items) If you decide to participate in this program, you will need to use your distributors SY 2024 NOI catalogs. This will tell you how many total pounds you will need to enter each of the blank boxes for each individual manufacturers you are requesting for the entire year. This program is optional and has a default month being used. Remember those who participated in SY2023, if you have any remaining lbs. left over, those lbs. will be swiped at the end of the school year and not rolled over to the following school year.

FFAVORS, Dollars Diverted to DOD FFAVORS. This will be listed under the 'fruit' category, End products.

- If you decide to participate in the DOD/FFAVOR program. In the blank box, enter the total dollar amount you want to spend for the entire year. This program is optional and has a default month being used. You must enter 150 or more to participate in this program, as there is a minimum delivery of \$150.00 per order, so you must enter in 150 or more in the box. You don't use a period or comma when entering the amount.

## **How to verify that your SY2024 USDA Annual order was placed**

- Log in <https://me.cnpus.com>
- Enter your User ID and password
- Select FDP
- Select Program Year 2024
- From the Alphabet, select the first letter of your district name, or select 'All'. The sponsor(s) that you are connected with will appear.

Click on the hyperlinked number next to the name of your Sponsor/district. Left hand side

- Takes you to Sponsor Summary page.

Tabs: Applications, Entitlement, Surveys, Allocations, Inventory, Orders, and Invoicing

- Select Surveys tab
- Select SY2024 USDA Food Annual Survey
- View

## **How to find out what your districts ordered from their previous Annual Survey - SY2023**

- Log in <https://me.cnpus.com>
- Enter your User ID and password
- Select FDP
- Select Program Year 2023
- From the Alphabet, select the first letter of your district name, or select 'All'. The sponsor(s) that you are connected with will appear.

Click on the hyperlinked number next to the name of your Sponsor/district. Left hand side.

- Takes you to Sponsor Summary page.

Tabs: Applications, Entitlement, Surveys, Allocations, Inventory, Orders and Invoicing

- Select Surveys tab
- Select SY2023 USDA Food Annual Survey
- View

Registration links are in the titles

A graphic consisting of a purple speech bubble pointing downwards, containing an orange rounded rectangle with the text "UPCOMING EVENTS" in white, bold, uppercase letters.

UPCOMING  
EVENTS

**Child Nutrition Updates**  
**Webinar**

January 23, 2023 @ 1:30

**ServSafe Exam Only**

January 25th @ 2:00

**Registration deadline is January 9, 2023**

Arrive early, testing begins promptly at 2:00. Bring photo ID (you will not be able to take the exam if you do not have your ID), pens or pencils, erasers. Once test has begun no late arrivals will be allowed to take the exam.

**Roundtable Discussion on Dietary Accommodations**  
**in School Meal Programs**

January 26th @ 1:30

School nutrition professionals are invited to join us either in person or virtually for a roundtable discussion on January 26, 2023, to discuss dietary accommodations in school meal programs. Bring your questions and concerns as this will be an interactive meeting! If you opt to join us virtually, the link to the meeting will be sent on January 25th.



## ***Maine Fish in Maine Schools***

Interested in receiving free local fish this school year? The Fishermen Feeding Mainers (FFM) Program seeks to provide direct financial relief to fishermen by helping them supply schools and families in need with healthy Maine seafood.

If you would like to be notified when fish is available, please fill out this [form](#).

HARVEST OF THE MONTH

Potatoes



# SHOUT-OUTS!

We want to hear from you!

Do you have something you want to share?

Do you know of something great that  
someone is doing?

Send your SHOUT-OUTS to Paula,  
[paula.nadeau@maine.gov](mailto:paula.nadeau@maine.gov).

oh what  
**FUN**

## January "holidays"

16th - International Hot & Spicy Day

19th - National Popcorn Day

23rd - National Pie Day

24th - National Peanut Butter Day

27th - National Chocolate Cake Day

28th - National Blueberry Pancake Day

30th - National Croissant Day

31st - Backwards Day