USDA Food Ordering

Maine Department of Education

Child Nutrition
Maine Department of Education

Web Page

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

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

Maine Department of Education

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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.

First Steps

- Log into CNPweb
- Select Year: 2023-you will only see your Sponsor (District)
- Select “Orders” then select “New Orders”
- You will see months: in September you will only see “September” this is for October delivery
- Select “Edit”
- Depending on the size of the District and number of drops will determine how many Sites show for you.

↓ Bottom of Form

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

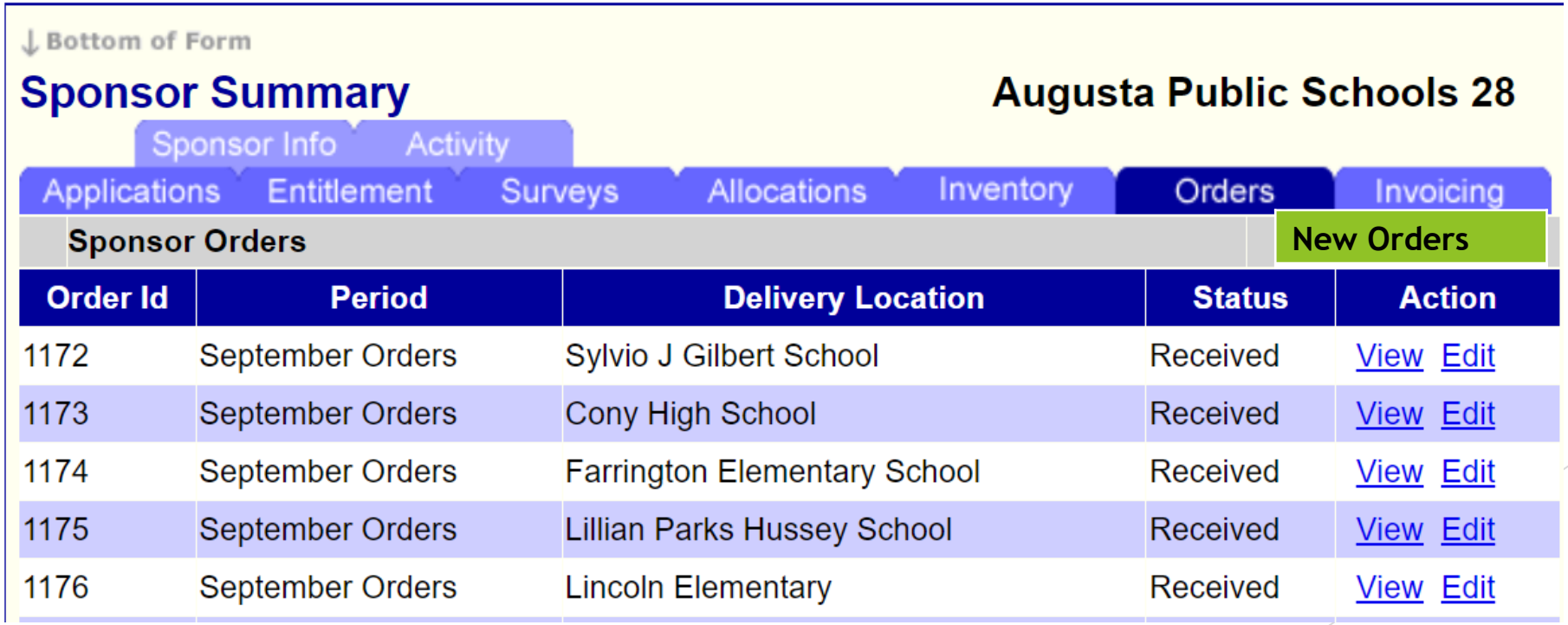
Delivery Location Information Sheets

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

↑ Top of Form

Sponsor and number of delivery locations.

When you select the Delivery Location you will see all the cases allocated for that month for all Drops.
Select “Orders’ then “Allocations” for the selected Drop location



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

- “Order Qty”: This is the number of cases requested by the District for all Drops:
- “Delivered Qty” will change as cases are requested for this Drop.
- “Received Qty” will be the number of cases to delivery to this Drop.

Augusta Public Schools
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Order Number: 1172
Order Type: Carrier
Order Status: Received

Deliver To:	Contact:	Delivery Date:
Sylvio J Gilbert School 20 Sunset Ave Augusta, ME 04330	Bobbi French (207) 626-2468	

Code	Description	Unit Value	Order Qty	Delivered Qty	Received Qty	Total Value
Entitlement Commodities						
100002	CHEESE CHED WHT SHRED BAG-6/5 LB Pack Size: 6/5 lb Processing Fee: 0.00	83.33	5	5	5	416.65
100021	CHEESE MOZ LM PART SKM SHRD FRZ BOX-30LB Pack Size: 30 LB BOX Processing Fee: 0.00	58.87	5	5	5	294.35
110393	PANCAKES WHOLE WHEAT FZN-144 COUNT Pack Size: 144 ctn Processing Fee: 0.00	11.60	5	5	5	58.00

You do not have to enter “Order Qty” number of cases in “Received Qty”
They will move to the next monthly survey/order

Code	Description	Unit Value	Order Qty	Delivered Qty	Received Qty	Total Value
Entitlement Commodities						
100002	CHEESE CHED WHT SHRED BAG-6/5 LB Pack Size: 6/5 lb Processing Fee: 0.00	83.33	5	5	5	416.65

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.

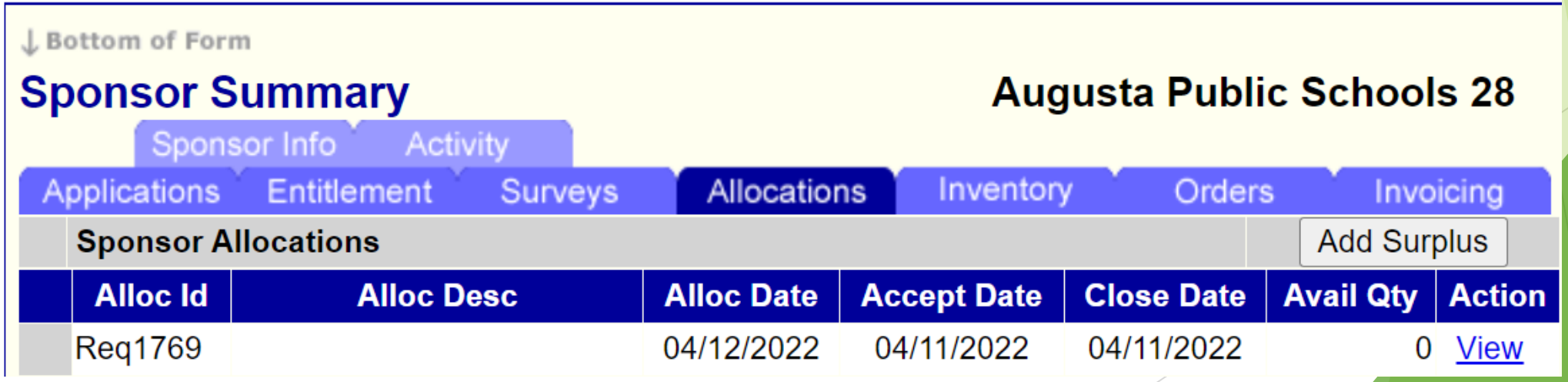
This order CANNOT be refused.

To order “Surplus or Extras”

- Click on “Allocations:
- Click on “Add Surplus”
- You will see caes 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”

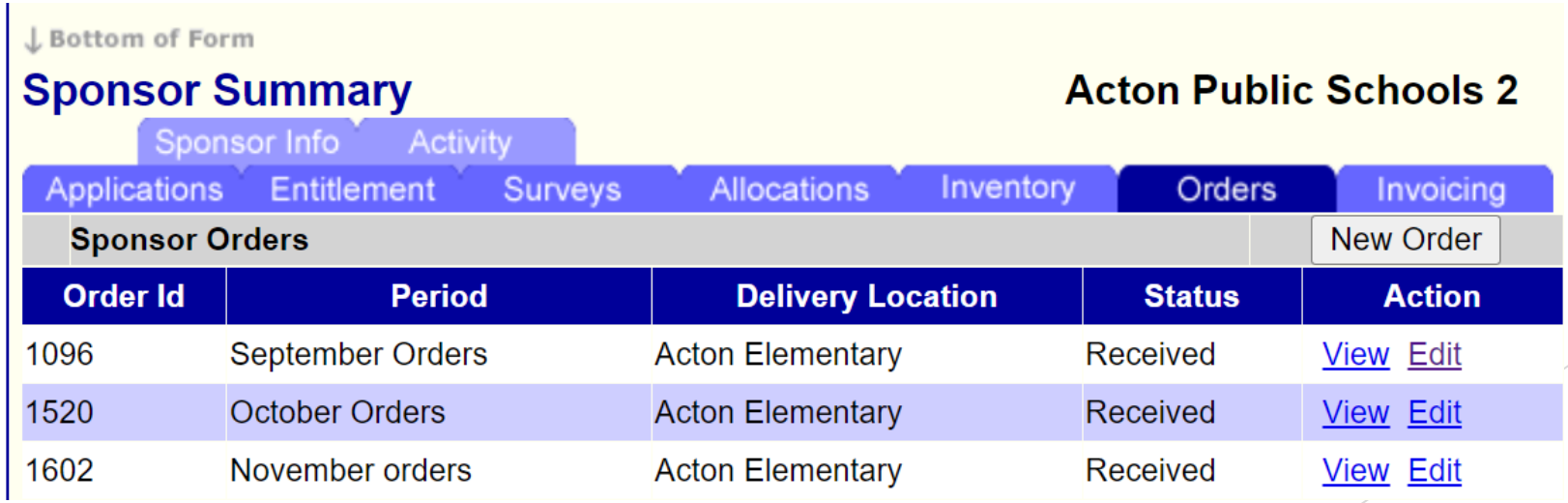


Surplus

- 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 item’s the following month.
- They will show up in the following monthly survey.

To view Monthly Survey

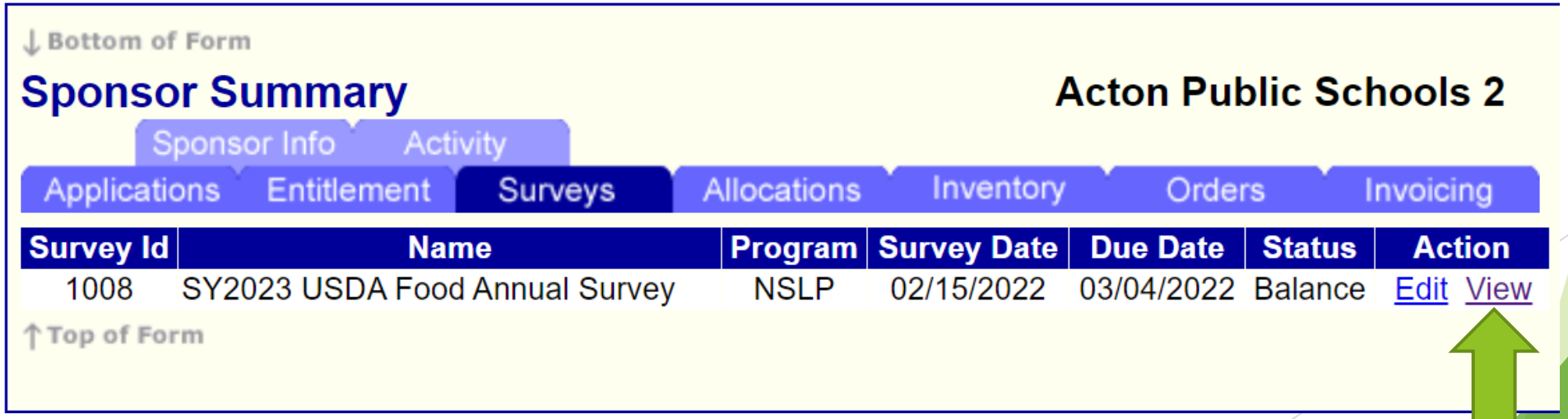
- Go to “Sponsor Summary” page, this is where ALL the tabs are.
- Once the monthly Survey closes, after the 15th each month.
- Select “Order”
- Look for the “Period” this is the orderd month
- Cick on “View”
- “Received Qty” is what is to be delivered., not already delivered.



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

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.



FDP

Maine Department of Education

Survey Results

Acton Public Schools (2)

Program Year: 2023

Survey Name: SY2023 USDA Food Annual Survey

Month: All

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
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

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

ANY
QUESTIONS?

SCHOOL

Just when you thought we where done!

- Net Off Invoice - NOI
  - Districts allocate PAL money to manufacturers then the District can order products at a discount based on the lbs. of raw product in a finished case.
  - February annual USDA foods survey allocate PAL $ to NOI

Advantage

- Order products when you want them, no need to order 20 cases for the month at one time.
- Order different items from same manufacturer.

Rich Products: 5” WG Pizza Dough

- Contains 11.54 lbs. of flour per finished case
  - Has a value of $3.03 per finished case
- Your regular price is $32.00
  - Discounted price is $28.97

- Chicken: Tyson, Pilgrims Pride, Rich Chicks – Yangs (dark meat)
- Eggs: Sunny Fresh-Cargill Kitchen Solutions
- Fish: Trident
- Flour: Rich Products
- Tomato: Red Gold
- Apples: National Foods
- Cheese: Land O Lakes, Tyson(Bosco), Schwans, Wild Mikes(S.A. Piazza), ConAgra Gilardi, Tasty Brands
- Potato: McCain (white & sweet), Basic American
- Peanut Butter: J M Smucker

Tracking Balances

- ProcessorLink
- K12 Food Service
- Log onto web page or set up account.
- Track lbs. used; remaining lbs. available
- Check invoices to see if you are receiving discount

OK, final time