# OSPI CNS Food Distribution Program Instruction Sheet

## **Accessing Value of Commodities Shipped Report**

The annual Value of Commodities Shipped report summarizes the total value of USDA Foods shipped to your district during the school year for the National School Lunch Program. The Value of Commodities Shipped Report may be accessed through CNPweb. A user ID and password are required.

The following information is provided in the Value of Commodities Shipped report:

- **Commodity:** Each commodity is listed as either bonus or entitlement.
- Units Shipped: The cumulative number of units that were shipped to your district.
- **USDA Value:** The total values using fixed costs of all shipments received as shown on each Local Education Agency (LEAs) Order Form.

**SFSP Report:** If you participated in the Summer Food Service Program (SFSP), you will need to log into CNPweb using your SFSP username and password to access your summer usage. Then continue with the instructions below.

## Steps to take in CNPweb

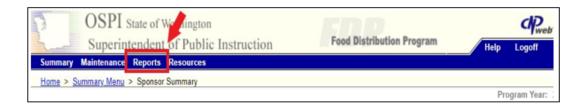
- 1. Log into <u>CNPweb</u>.
  - a. For login questions, User IDs, or Password reset, contact <a href="mailto:fooddistribution@k12.wa.us">fooddistribution@k12.wa.us</a>, 360-725-6204.
  - b. For ordering questions or assistance, contact <u>Sarah Davis</u>, 360-725-6215.
- 2. After reviewing the Message Board, click the **Continue** button found at the top or bottom of the page.



### 3. Select the Program Year **2025**.

Program Year Selectio	n	
Program Year	Program Begin Date	Program End Date
<u>2009</u>	July 1, 2008	June 30, 2009
<u>2010</u>	July 1, 2009	June 30, 2010
<u>2011</u>	July 1, 2010	June 30, 2011
<u>2012</u>	July 1, 2011	June 30, 2012
<u>2013</u>	July 1, 2012	June 30, 2013
<u>2014</u>	July 1, 2013	June 30, 2014
<u>2015</u>	July 1, 2014	June 30, 2015
<u>2016</u>	July 1, 2015	June 30, 2016
<u>2017</u>	July 1, 2016	June 30, 2017
<u>2018</u>	July 1, 2017	June 30, 2018
<u>2019</u>	July 1, 2018	June 30, 2019
<u>2020</u>	July 1, 2019	June 30, 2020
<u>2021</u>	July 1, 2020	June 30, 2021
<u>2022</u>	July 1, 2021	June 30, 2022
<u>2023</u>	July 1, 2022	June 30, 2023
2024	July 1, 2023	June 30, 2024
2025	July 1, 2024	June 30, 2025
<u>2026</u>	July 1, 2025	June 30, 2026

#### 4. Click on Reports



## 5. Click on Value of Commodities Shipped



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#### 6. Enter Begin Date 07/01/2024, End Date 6/30/2025, then click View Report



#### 7. Retrieving the Report

Please know that browsers Google Chrome and Microsoft Edge have the below Printing hack available. If you have trouble printing, please submit your request for the PDF of the report to the <a href="mailto:fooddistribution@k12.wa.us">fooddistribution@k12.wa.us</a>.

#### Printing instructions:

Step 1. Ctrl A (select all text) then Ctrl P (access the printer)

Step 2. Chose the printer or save as an Adobe PDF

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## **Acronym Reference**

- CNS- Child Nutrition Services
- FDP- Food Distribution Program
- LEA- Local Education Agency
- OSPI- Office of Superintendent of Public Instruction
- TLS- Total Lunches Served
- USDA- United States Department of Agriculture

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