

Dear Food Service Representative:

IDs and passwords serve as a legal signature. If the Local Education Agency (LEA) has new employees responsible for filing or approving monthly claims, Child Nutrition Services will issue new IDs and passwords and close IDs and passwords for staff no longer in the LEA. Please have your legal agent request these by returning the completed form by email to nanci.kittredge@maine.gov or faxing to 624-6841.

ID Explanations:

- The Legal Agent submits approval of monthly claims, the yearly application and can read all information. Each claim and application must be approved before payment can be made. Generally, the approver or Legal Agent is the Superintendent or Headmaster. This position also has permission to view the Direct Certification List. This password will be sent directly to the Legal Agent.
- The Claim Preparer can complete their LEA's information as well as their school detail forms. Generally, this is the Director and or Bookkeeper.
- The School Detail Submitter can complete only their school information. This would be the Kitchen Manager.
- The Commodity ID orders commodities and completes other USDA Food Program forms online. Generally, this is the Food Service Director.
- The Food Service Director is the same level as the Claim Preparer and can view the Direct Certification List.

All ID levels have permission to view all LEAs and all schools information because it is public access.

Who is the Food Service Director for your LEA: If none please state so.

Name: _____ Contact Number: _____

Email: _____

Return completed information to Nanci Kittredge by faxing to 624-6841 or mailing to:

Child Nutrition Services
Department of Education
23 State House Station
Augusta, ME 04333-0023

**Maine Department of Education
Child Nutrition Services
23 State House Station
Augusta, ME 04333-0023**

Complete the form with the names and positions of each person that will submit forms electronically for **School Food Service**. IDs and temporary Passwords will be assigned by Department of Education/Child Nutrition Services. Passwords should be changed by each person after receiving their temporary password/s. The ID and Password combination is the legal signature, therefore should not be shared. Staff changes must be addressed by notifying the CNS office to protect your data. IDs have different permissions. This is to provide the checks and balances for the LEA. The LEA can have a backup staff with district or school permissions.

School Food Authority: _____
Who is your Legal Agent for the LEA or school? _____
Name: _____ Title: _____
E Mail Address _____@_____

Who is your Claim Preparer?
Name: _____ Title: _____
E Mail Address _____@_____

Who is your Claim Preparer backup if applicable?
Name: _____ Title: _____
E Mail Address _____@_____

Who is your School Detail Submitter if different from above?
Name: _____ Title: _____
School _____
E Mail Address _____@_____

Who is your School Detail Submitter backup if applicable?
Name: _____ Title: _____
School _____
E Mail Address _____@_____

Who orders your Commodities?
Name: _____ Title: _____
School _____
E Mail Address _____@_____

Who is your backup for ordering Commodities if applicable?
Name: _____ Title: _____
For school _____ or LEA _____
E Mail Address _____@_____

Superintendent Signature _____ Date _____