

A background image of children in a school cafeteria, overlaid with a dark blue semi-transparent filter. The children are standing at a food service counter, looking at food options. One boy in the foreground is wearing a red jacket and looking down at the food. Other children are visible in the background, some looking towards the camera and others looking at the food.

MAINE DEPARTMENT
OF EDUCATION
Child Nutrition Programs

Additional Requirements For School Nutrition Programs

Presented by: Maine DOE Child Nutrition



Administrative Reviews

Occur on a 5 Year Cycle

Areas with Fiscal Action Attached:

- Benefit Issuance
- Meal Counting and Claiming
- Meal Pattern Records and Documentation

Areas without Fiscal Action Attached:

- General Areas
 - Professional Standards
 - Civil Rights
 - Food Safety
- Resource Management

☒ Review notification sent in August

☐ Designated reviewer

☐ Administrative Reviews –documents submitted via CNPweb

☐ Conducted Off-site and On-site

☐ Review Training: September 10, 2026 – Augusta – live only.

Procurement Reviews

Occur on a 5 Year Cycle

You will be asked to submit for review:

District Purchasing Procedures
Purchasing Code of Conduct
Vendor Paid List

- ☒ Review notification sent in August
-  Designated reviewer
-  Procurement Reviews - documents submitted via email
-  Conducted Off-site and On-site
-  Review Training: September 10, 2026 – Augusta – live only.

Sponsor On-site Monitoring

SFAs are required to conduct monitoring visits of each meal service site.

Completed prior to February 1 of each year.

Purpose: to assess the accuracy of meal counting system

- NSLP - Review each meal service site
- SBP - Review 50% of sites (each school reviewed every other year)
- FFVP - Review each site
- NSLP After School Snack:
 - Review within the first 4 weeks of program start
 - Review again in the second half of the year
- Sample Monitoring Forms on our webpage
- Maintain documentation

Recordkeeping

- Program records must be kept for three years plus the current year
(or longer if audit findings or operating Special Provisions)
 - Eligibility Documentation
 - Verification
 - Meal Counts used for the Claim
 - Sponsor Monitoring Forms
 - Menus & Production Records
 - Health Inspection Reports
 - Financial Records
 - Special Provision (CEP, SP2) – duration of cycle plus 3 years (7 years)



Charging Policy

- Federal Requirement:
 - SFA's must have a policy for student's not eligible for free meals and do not have money to cover the cost of the meal at the time of service.
- State Requirement:
 - Public schools cannot-
 - deny a reimbursable meal to an eligible student who requests it;
 - require a student to throw away their meal after it has been served;
 - require a student to perform work as a means of paying for meals or as punishment for not paying;
 - refuse a meal as a form of or as part of a disciplinary action; or
 - openly identify or stigmatize a student who cannot pay for a meal or has payments due for a meal.



Charging Policy

- Only applies to reimbursable meals
- Refusing a la carte and adults a meal is allowed with no money on account or cash in hand.

Allowable Expense - Meals

Only staff paid out of the nutrition account can receive a “worker meal” at no charge.

Purchasing Equipment

- There are specific steps that you are required to take when purchasing equipment for you School Nutrition Program.
- Replacing equipment for Child Nutrition Purposes, can be either:
 - Purchased without prior ME DOE CNS approval, if less than \$10,000.00
 - If over \$10,000.00, you must request approval from ME DOE CNS prior to purchasing
- The form to complete this process and the pre-approved list can be found here:

<https://www.maine.gov/doe/schools/nutrition/programs/equipmentassist>

Purchasing Equipment Pre- Approved list

Prep Equipment

- Mixers
- Slicers
- Food Processors
- Buffalo Chopper
- Produce Wash Sink
- Work Tables

Cooking Equipment

- Ovens (combi, convection, conventional)
- Ranges
- Steamer
- Tilt Skillets
- Steam Kettles
- Toasters
- Griddles

Storage Equipment

- Refrigerators (reach-in, walk-in, under the counter, mobile, pass thru)
- Freezers (reach-in, walk-in, chest)
- Milk Coolers
- Display Case
- Can Racks

Serving Equipment (mobile)

- Salad Bar
- Steam Table
- Sneeze Guards
- Heated Transport Cart
- Insulated Transport Cart
- Holding Cabinet
- Proofing Cabinet
- Ice Machine

Cleaning Equipment

- Dish Machine
- Water Heater Booster
- Pot/Pan Sink
- Hand Sink

Purchasing Equipment

- Proper procurement requirements are still required even if the product is on the Pre-Approved list.
 - Bids or Quotes
 - Scoring (if applicable)
 - Purchasing
 - Installation

Questions: michele.bisbee@maine.gov.



Local Wellness Policy

- Written policy that supports student health and wellness.
- Must include:
 - **Goals** for nutrition education, physical activity, and wellness.
 - **Standards** for foods and beverages **sold** to students.
 - **Standards** for foods and beverages **provided, but not sold**.
 - Food and beverage **marketing** policies.
 - Public involvement and updates.
 - Staff responsible for the policy.
 - Plan to evaluate the policy, including the **triennial assessment**.

Local Wellness Policy Triennial Assessment

- Triennial Assessment: Every three years the wellness team must assess the wellness policy for compliance
 - Triennial Assessment form on our website
<https://www.maine.gov/doe/schools/nutrition/programs/nslp>

Unanticipated School Closure With Remote Learning

When school buildings have an **unanticipated closure** AND **remote/virtual learning is taking place**, schools may apply for a waiver:

- To offer non-congregate meal service
- Parent/guardian pick-up and off-site distribution are permitted
- Offer vs. Serve guidelines still apply

Unanticipated School Closure With Remote Learning

- Approved waivers include **mandatory reporting** on:
 - Number of meals served
 - Sites where meals were provided
 - Dates the waiver was used
 - Reason for the unanticipated closure

Unanticipated School Closure With Remote Learning

- Meals can be distributed beforehand & may be claimed *if* the unanticipated closure occurs AND remote learning took place.
- Meals must meet USDA meal patterns requirements.
- **Planned** remote learning days such as election day and professional development days do not count.
- If the closure does not occur, meals sent home prior to the anticipated closure *cannot* be claimed and the cost of providing the meals must be reimbursed by the SAU.

Off-site Meals

School meals may ONLY be served and claimed when:

- ✓ The student is enrolled in the SAU
- ✓ The meal is served at an approved Maine DOE-recognized school building within that SAU
- ✓ On an in-person, academic school day
- ✓ Meal is consumed in a congregate setting

Exceptions: Career & Technical Schools (CTE), field trips

Off-site Meals

School meals may NOT be claimed when:

- Student is enrolled in the SAU, AND attending school at an alternate site:
 - Regional Program
 - Special Purpose Private School

Options:

- Catering – provide the meal, paid by another source, not claimed for reimbursement

Alternate Site can become a NSLP sponsor or may already be one.

Off-site Meals

Public Pre-K Eligibility for NSLP/SBP

Public Pre-K may participate if:

- The program operates in a building on school grounds under the legal authority of a Maine DOE-recognized SAU
- Students are enrolled and in regular attendance
- Students meet Maine age eligibility requirements
 - 3 years old on October 15 of the school year

Off-Site meals

Childcare programs are **not** eligible to participate in the NSLP or SBP

- If a pre-K program is not operated under the school or SAU, regardless of being in the same building, they are not eligible to participate in the NSLP or SBP.
- “Serving Meals to Students Off-site in NSLP FAQ”
- <https://www.maine.gov/doe/sites/maine.gov.doe/files/inline-files/Child%20Nutrition%20-%20Serving%20Meals%20to%20Students%20Off-Site%20in%20the%20National%20School%20Lunch%20Program%20FAQ%20%20-%2009.30.2025.pdf>



Questions



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