

NEW SCHOOL NUTRITION DIRECTOR

Quick Start Guide

Below are some resources to help you get started with School Nutrition Programs (SNP) if you are new to an existing program. These are not in order of priority and do not cover all requirements of the program. This resource is meant to help get you started. Let's go!

- ☐ **Create online accounts**
 - **CNPweb** <https://me.cnpus.com/cnp/Login>: CNPweb is the state child nutrition software platform used to manage participation in child nutrition programs, submit reimbursement claims, maintain program records, and communicate required information to the state agency. Access and permissions can be obtained by emailing child.nutrition@maine.gov
 - **NEO** <https://neo.maine.gov/DOE/NEO>: NEO is a Maine Department of Education website where Food Service Directors and Superintendents may access the confidential Direct Certification List. Access and permissions can be obtained by emailing medms.helpdesk@maine.gov
 - **Processor Link & K12 Foodservice** (if applicable – for Net-off Invoice only): <https://www.processorlink.com/Login> & <https://www.k12foodservice.com/> NOI is an optional part of the Food Distribution program. These two websites are used to manage and monitor program participation in Net-Off Invoice (NOI). Contact Terri Fitzgerald to find out if you are participating in NOI.
 - **FFVORS** (if applicable – For DOD Fresh) An optional part of the Food Distribution Program, access to FFVORS allows you to manage and participate in this program. Information about signing up is found on the Food Distribution Program page of the Child Nutrition website. Contact Terri Fitzgerald to find out if you are participating in NOI.
- ☐ Complete/update the *Sponsor Information* and *Site Information* in CNPweb for the current school year. Review the 'Users' tab to ensure only current staff have access to the program.
- ☐ Prior to the start of a new school year, complete the *Annual Financial Report* in CNPweb for the most recently completed school year.
- ☐ Find out if your school(s) is operating under the *Community Eligibility Provision (CEP)* or *Special Provision 2*. This information is found in CNPweb or by contacting our office.
 - *Student eligibility* – if you are NOT operating under CEP or SP2 Non-base Year, *Free/Reduced Meal Applications* are distributed to households at the start of the school year and throughout the school year as needed. (Traditional & SP2 base year operations ONLY) Familiarize yourself with the requirements for determining student eligibility.
- ☐ What point of service (POS) method is used? (electronic or manual) If electronic, what's the name of the software program? Meals must be counted at the point when they are distributed to a student. Familiarize yourself with meal counting and claiming regulations and what meal count system your schools use.
- ☐ Which programs do your schools participate in? This can be found on the Site Information sheets in CNPweb. Ensure that you understand the rules and regulations for each program.
 - National School Lunch Program (NSLP)
 - School Breakfast Program (SBP)
 - Fresh Fruit & Vegetable Program (FFVP)
 - Afterschool Snack Program
 - USDA Foods/Food Distribution Program
 - Net Off Invoice (NOI)
 - DOD Fresh/FFVORS

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- CACFP At-Risk Afterschool
- Summer Food Service Program (SFSP)
- Add to your monthly calendar:
 - 1st through 8th - Complete the claim for reimbursement. Notify your Superintendent when it is ready for their approval.
 - 1st through 15th - Complete the USDA Foods Monthly Order
- Get a copy of the most recent Administrative Review & Procurement Review and familiarize yourself with any findings. Copies of Administrative Review reports are available on the Maine DOE Child Nutrition Website.
- Plan menus. Provide kitchen staff with corresponding standardized recipes, production records and specific product names to be used.
- Review the annual training requirements and plan annual training for all school nutrition staff based on USDA's professional standards requirements. Make sure to include:
 - Annual USDA Civil Rights training
www.maine.gov/doe/schools/nutrition/nondiscrimination
 - Allergy training
 - 8 hours of food safety training – for new school nutrition directors, required within 30 days of hire

Stay Informed

RESOURCE	WHERE TO FIND
Maine DOE Child Nutrition Website	https://www.maine.gov/doe/index.php/schools/nutrition
Thursday Update - News & Updates from Maine DOE Child Nutrition	EnGINE – two steps: 1) Register: https://engine.maine.gov/user/register 2) Enroll in the NSLP Information Portal: https://engine.maine.gov/user/login Previous Thursday Updates can be found on our website: https://www.maine.gov/doe/schools/nutrition/ThursdayUpdate
Child Nutrition Monthly Update Webinars	Registration links can be found in the Thursday Update. Recordings of previous webinars can be found on the Maine DOE Child Nutrition Website
Recorded Trainings	https://www.maine.gov/doe/schools/nutrition/training
Back to Basics Handbook	https://www.maine.gov/doe/schools/nutrition/training
Annual Requirements Checklist	Found the “Lunch” page under Program Planning, Operations and Resources of the Maine DOE Child Nutrition website.
Administrative Review Reports	https://www.maine.gov/doe/schools/nutrition/programs/nslp/ar

Questions?

Email child.nutrition@maine.gov or call (207) 624-6842