

# *Child Nutrition Thursday Update*

**!!ACTION REQUIRED!!**

***!List Serve is Changing!***

USDA Foods

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Child Nutrition Website - <https://www.maine.gov/doe/schools/nutrition>

Child Nutrition List Serve Email - [child.nutrition@maillist.informe.org](mailto:child.nutrition@maillist.informe.org)

# **BREAKING** **NEWS**

## **The List Serve is Changing!!**

The Maine Office of Information Technology has made the decision to forego using List Serves. Therefore, we are shifting the way we get messages to you and how you will share information and ask questions.

Beginning **January 22, 2026**, our office will start using EnGiNE, Maine DOE's open-source learning portal. Our list serve email list cannot be transferred to EnGiNE, you **MUST** sign up using this [link](#).

You will receive an email with login information once your request has been approved.

If you are with a **School District**, please be sure to use your school email address, access to EnGiNE will be faster. *No matter how many schools there are in your District, register just one time.*

If you are with a **Partner Agency**, you must also sign up but your access will have to be approved by the EnGiNE Team, which could take 24 to 48 hours.

*Once you receive notification that your EnGiNE access is approved or you already have access to EnGiNE, you can enroll in the National School Lunch Program Information Portal using this [link](#).*

Email Paula with questions, [paula.nadeau@maine.gov](mailto:paula.nadeau@maine.gov)

The Thursday Update will still be accessible on our website.

# USDA Foods

terri.fitzgerald@maine.gov

## January Monthly Order

The Monthly Order runs from the 1st-15<sup>th</sup>.

- If the 15<sup>th</sup> of the month is a Saturday or Sunday, the monthly order will close on Friday at 4:00pm.
- If it is not, the closing date is simply the 15<sup>th</sup> at 4:00pm.

Step by step directions on how to complete your order can be found on the the [USDA Foods](#) page of our website.

**Orders cannot be refused or sent back to PFG once shipped.**

# USDA Annual Order

**COMING  
SOON**

The SY2027 Annual Order will be open on Tuesday,  
**January 20, 2026** at 7:30am.

You will have until 4:00pm on **February 13, 2026** to  
complete your Annual Order.

There will be no extensions!

To see a list of what will be offered on the Annual Order, visit the [Food Distribution](#) page of our website. Scroll until you see the link to “USDA Food Price Per Case

\*\*If there is not a high demand to purchase full truckloads or we cannot split trucks with other states, then certain items **will not** be purchased. \*\*

# On-site Monitoring Forms

Have you completed your On-Site Monitoring Forms? These forms are due **February 1<sup>st</sup>** of each year and must be completed for districts with more than one school. This includes lunch, breakfast, and the Fresh Fruit and Vegetable Program (FFVP). After School Snack Program sites must be monitored twice during the year.

Why are these forms important?

- They are valuable self-review forms to ensure program requirements are being followed and are looked at during administrative reviews.
- For breakfast in the classroom, Pre-K meals in the classroom, or other serving location it's critical to monitor to ensure meals are being counted at the point of service, or when a student receives a meal, and not based on attendance or number of meals sent. This is a common finding seen in administrative reviews.

The forms can be accessed here under "On-Site Monitoring Forms":  
<https://www.maine.gov/doe/index.php/schools/nutrition/programs/nslp>.

# USDA Updates

## Product Formulation Statement Templates and Sample Statements

USDA's Food and Nutrition Service (FNS) updated the PFS templates and sample statements available on the CN Labeling and PFS Guidance for Food Manufacturers/Industry webpage. These templates cover key meal pattern components that processed products may contribute to, including:

- Meats/Meat Alternates (M/MA)
- Vegetables and Fruits (with subgroup detail for school meals)
- Grains (including ounce equivalents for school meals, CACFP, and SFSP)
- Multiple Component Foods (e.g., products with M/MA and grains or multiple components in one statement)
- 

These updated documents are intended to help manufacturers provide clear, consistent documentation showing how their products meet USDA's meal pattern requirements.

What does this mean for you?

The [Tips for Evaluating a Manufacturer's Product Formulation Statement](#) webpage was updated to assist CNP operators with evaluating a manufacturer's PFS. Program operators are encouraged to review information about manufacturer documentation, including Child Nutrition (CN) labels, found here: <https://www.fns.usda.gov/cn/manufacturer-documentation>.

# Financial Open Office Hours with Jodi

Topic: Breakfast Meal Cost Breakdown & Breakfast After the Bell  
January 15<sup>th</sup>, 1:30pm-2:30pm

Topic: Review of Monthly Financial Reporting  
February 12<sup>th</sup>, 1:30pm-2:30pm

Please email [jodi.truman@maine.gov](mailto:jodi.truman@maine.gov) for the link to attend.



**!Save the Date!**

May 19, 2026 Webinar

Annual Financial Report with a focus on the  
revenue and expenses of non-program foods.

A non-program food is **any food or beverage purchased using school nutrition funds and sold to students or adults that is not claimed as a reimbursable meal ( all components) offered to students.** Examples of a non-program food: second meal to students, adult meals, milk, juice, entrée, snacks, catering, vending and foods sold outside school hours.

The link to register for the webinar will be  
available beginning in April.

# Production Records and Cycle Menu Workshop

**Improve efficiency. Reduce waste. Stay compliant.**

Join our interactive workshop on Production Records and Cycle Menus and learn how to plan, document, and manage meals with confidence. Perfect for school nutrition professionals looking to strengthen operations and meet program requirements.

Workshop Objectives:

- ✓ Understand the purpose of production records
- ✓ Completing production records correctly
- ✓ Using cycle menus for streamlined planning, consistency, and cost control
- ✓ Best practices for planning and documentation
- ✓ Improve efficiency, consistency, and compliance

Don't miss this opportunity to sharpen your skills  
and improve your program!

**This workshop is open to School Nutrition Directors and Kitchen Managers and will be capped at two people per district.**

**Bring your planned lunch menu for March and a laptop.**

**February 18, 2026 | 8:30am-12:30pm**

Child Nutrition Office - Room 101 | 90 Blossom Lane, Augusta

# Turnip the Beet Awards



The Turnip the Beet! Awards recognize outstanding summer meal program sponsors across the nation who work hard to offer high quality meals that are appetizing, appealing, and nutritious to children during the summer months. Those that participated in the Summer Food Service Program (SFSP) and Seamless Summer Option (SSO) in summer 2025 are eligible to apply for an award. To access the nomination packet and tips for sponsors, please refer to the Turnip the Beet [webpage](#). As a reminder, nominations packets must be submitted to the Maine Child Nutrition office no later than Friday, January 23, 2026.





MAINE DEPARTMENT OF EDUCATION **FARM & SEA TO SCHOOL**

Do you want to know more about Maine DOE's [Farm & Sea to School Programs](#), and receive some assistance using and implementing these great programs?

**Reach out to your Regional Local Foods Project Coordinator**

**York & Cumberland Counties** – Ali Mediate, [ali.mediate@maine.gov](mailto:ali.mediate@maine.gov)

**Western Region** (Androscoggin, Oxford, Franklin Counties) & **Midcoast Region** (Sagadahoc, Lincoln, Knox Counties) – Catherine Brown, [catherine.brown@maine.gov](mailto:catherine.brown@maine.gov)

**Kennebec County** – Martha Poliquin, [martha.poliquin@maine.gov](mailto:martha.poliquin@maine.gov)

**Waldo County** – Amanda Junkins, [amanda.junkins@maine.gov](mailto:amanda.junkins@maine.gov)

**Penquis Region** (Somerset, Penobscot, Piscataquis Counties) – Amanda Junkins, [amanda.junkins@maine.gov](mailto:amanda.junkins@maine.gov)

**Hancock County and Southern Washington County** – Sandy Fortin, [sandy.fortin@maine.gov](mailto:sandy.fortin@maine.gov)

**Aroostook County and Northern Washington County** – Roxanne Bruce, [roxanne.bruce@maine.gov](mailto:roxanne.bruce@maine.gov)

# Child Nutrition Staff Changes

Nicholas LaBreck, Child Nutrition Supervisor, recently left the Maine DOE Child Nutrition Office and has taken a position with the Career and Technical Education (CTE) team at DOE. Nic was with the Maine Child Nutrition office for over a year and managed the Summer Food Service Program (SFSP) and conducted NSLP administrative reviews. Thank you Nic for your time with Child Nutrition- you will be missed!



# Child Nutrition Training

- All of any kind will be removed from the virtual training.
- The links to register are in the training titles - unless otherwise noted.
- We are unable to hold virtual and in person training simultaneously.
- All of our webinars are recorded and put on our website within a week of the training.
- Pay attention to registration deadline dates. Deadlines must be adhered to.
- Be sure to register to ensure that we have enough space for everyone.
- If there is a registration fee - Per Maine DOE policy, payment is due by credit card at the time of registration.
- Mark your calendars once you have registered.

If you have any questions about any of the Child Nutrition Training, please contact Paula at [paula.nadeau@maine.gov](mailto:paula.nadeau@maine.gov)

# Webinars

paula.nadeau@maine.gov

## Crediting Meal Components in the NSLP & SBP

January 26, 2026

1:30

“Crediting” is the process used to determine how specific foods count towards meal pattern requirements. This is important for menu planning and preparing for an upcoming administrative review. Along with program updates and reminders, the January webinar will cover how to credit meal components in the NSLP and SBP, walk through specific scenarios, resources to use, and highlight common crediting pitfalls to avoid.

Presented by Stephanie Stambach.

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## **Three Opportunities to Learn about** **Community Eligibility Provisions (CEP)**

Registration link is in the date and time.

[February 23, 2026](#)

[1:30pm](#)

[March 5, 2026](#)

[10:00am](#)

[March 27, 2026](#)

[10:00am](#)

This program allows districts/schools/group of schools to claim free meals based on the number of enrolled students that qualify based on the Direct Certification List (DC). This webinar will help explain the process and time line for applying for CEP.

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## **Did you miss a webinar?**

You can view it by going to the [Webinars and Training](#) page of our website.



## Local Foods Training The Good Crust

**January 21, 2026**  
**10:00am-12:00pm**

**Child Nutrition Culinary Classroom**  
**90 Blossom Lane**  
**Augusta**

Join Katie, our Farm & Sea to School Coordinator for a local foods training with The Good Crust! This training will highlight some of The Good Crust's BRAND-NEW products, including a new handheld breakfast item, Sicilian style pizza crust, and more! During this training, we will demonstrate different ways to prepare and utilize these new products. This training is eligible for districts operating NSLP to receive an extra \$1000 in state Local Foods Fund reimbursements (which can be used to purchase The Good Crust dough!)

Please reach out to Katie with any questions at [katie.knowles@maine.gov](mailto:katie.knowles@maine.gov)

# ServSafe Exam

**Registration Deadline - March 9, 2026**

**This is the last exam we will be offering this school year!**

**2:00pm**

March 26, 2026

Child Nutrition Office

Deering Building

Room 101

Augusta

Arrive early, testing begins promptly at 2:00. Bring photo ID (you will not be able to take the exam if you do not have your ID), pens or pencils, erasers. Once test has begun no late arrivals will be allowed to take the exam.

**Per Maine DOE policy, payment is due by credit card at the time of registration.**

On behalf of MSNA and the DOE we are excited to announce our second, biennial USDA & NOI food show and learning collaboration.

[Register Here!](#)

PLEASE JOIN **MSNA** AND THE **DOE** FOR A ONE DAY TRAINING ALL ABOUT

# USDA Foods & NOI

**When:** JANUARY 28TH, 2026, 8:30 AM-2PM  
**Where:**

THE HAMMOND LUMBER AUDITORIUM (AUGUSTA CIVIC CENTER)

- Food Show emphasizing USDA options
- The big picture for USDA Foods
- What is PAL and how does it work?
- How to calculate NOI allocations
- Panel discussions with directors
- Best practices for managing USDA & NOI

REGISTRATION & BREAKFAST 8:30-9 AM

MSNA MEMBERS \$75

NON-MEMBERS \$100

THIS TRAINING IS GEARED TOWARDS  
PROFESSIONALS WHO MAKE PURCHASING  
DECISIONS. WE WILL HAVE A LITTLE BIT  
FOR EVERYONE, FROM NEW DIRECTORS TO  
SEASONED DIRECTORS!



*Think outside the brown box.....*

Registration will close at the end of December, please don't wait!!

Any questions, please reach out to Allison Leavitt,

[aleavitt@lisbonschoolsme.org](mailto:aleavitt@lisbonschoolsme.org)