

# ***Child Nutrition Thursday Update***



## **In this week's Thursday Update**

**!!Annual Financial Report!!**

**Verification**

**Serving Meals to Students Off-site**

**USDA Foods**

**Financial Open Office Hours**

**Apple Crunch Day**

**Maine Farm & Sea to School Month**

**Webinars**

**Fall Info Meeting**

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)



# Annual Financial Report



Districts that **do NOT** have an approved 2025 Annual Financial Report by **October 31, 2025**, will not be able to file a claim until the report is approved.

The Districts below have not submitted their  
2025 Annual Financial Report

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Easton Public Schools

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Eastport Public Schools

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Erskine Academy

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Hope Public Schools

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Lincoln Academy

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Lincolntown Public Schools

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Mount Desert Public Schools

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Opportunity Training Center

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Perry Public Schools

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RSU 25

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RSU 30/MSAD 30

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RSU 56

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RSU 63/MSAD 63

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RSU 73

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RSU 82/MSAD 12

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RSU 85/MSAD 19

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Washington Academy



# Verification

david.hartley@maine.gov

## For those Sponsors completing the Verification Report in CNPweb, this information is for YOU.

For those Sponsor who collect Meal Benefit applications, the verification process is still required. The process starts in CNPweb, which will show you have many applications to verify.

There is a new section for reporting Directly Certified student. You will find it under the “Forms” section in CNPweb. You will select the “Verification Summary” tab.

**The ONLY data you will enter is in the highlighted GREEN section; this is where you will report the number of students receiving the benefit because of the Direct Certification list.**

3	<b>Direct Certification:</b>				
3-1.	Check this box if Direct Certification does not need to be reported RCCIs with no day students, Provision 2/3 schools in a non-base year, and CEP schools should not report any Direct Certified students below.				
		Reduced Price Approved		Free Approved	
		STUDENTS	APPLICATIONS	STUDENTS	APPLICATIONS
3-2.	Report students Direct Certified <b>FREE</b> because of <b>SNAP (Food Stamps)</b> Include students found through DC match, DC look-up, and those that had DC eligibility (due to SNAP) extended to them.				
3-3.	Report students Direct Certified <b>FREE</b> because of <b>TANF</b> Include students found through DC Match lists, DC look-ups, and those that had DC eligibility extended to them because they live with someone who was found through DC (Due to <b>TANF</b> or <b>A-Medicaid</b> ) or non-applicant but approved by local official.				
3-4.	Report students Direct Certified <b>FREE</b> because of <b>A-Medicaid</b> Include students found through DC Match lists, DC look-ups, and those that had DC eligibility extended to them because they live with someone who was found through DC (Due to <b>TANF</b> or <b>A-Medicaid</b> ).				
3-5.	Report students Direct Certified <b>FREE</b> because of <b>Foster</b>				
3-6.	Report students Direct Certified <b>FREE</b> because of <b>Homeless or the Homeless Liaison</b>				
3-7.	Report students Direct Certified <b>FREE</b> because of <b>Migrant</b>				
3-8.	Report students Direct Certified <b>FREE</b> because of <b>Runaway</b>				
3-9.	Report students Direct Certified <b>FREE</b> because of <b>Headstart</b>				
3-10.	Report students Direct Certified <b>FREE</b> because of the household turned in a <b>SNAP</b> letter from the SNAP agency. Keep in mind, these students were never found through DC match lists or DC look-ups.				
3-11.	Report students Direct Certified <b>REDUCED</b> because of <b>Z-Medicaid</b> Include students found through DC match, DC look-up, and those that had DC eligibility (due to Z-Medicaid) extended to them.				

**Verification MUST be completed by November 20, 2025**

# Serving Meals to Students Off-Site in the NSLP

## **New Guidance Document!**

This [document](#) was developed to provide guidance to school food authorities (SFAs) operating the National School Lunch Program (NSLP) on meal reimbursement for students attending school off-site.

Email questions to [sarah.d.platt@maine.gov](mailto:sarah.d.platt@maine.gov) and  
[Jane.McLucas@maine.gov](mailto:Jane.McLucas@maine.gov)

# USDA Foods

terri.fitzgerald@maine.gov

## October Monthly Order

The October Monthly Order runs from the 1st-15<sup>th</sup>. Step by step directions on how to complete your order can be found on the the [USDA Foods](#) page of our website.

## PFG Delivery Schedule

The School Year 2026 PFG delivery schedule is now on the FDP webpage of our website. Scroll to the PFG dropdown to find the link.

## PFG Deliveries

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

# Financial Open Office Hours with Jodi

Topic: Monthly Financial Reporting  
October 16<sup>th</sup>, 1:30pm-2:30pm

Topic: Time Study / Labor Hours  
November 13<sup>th</sup>, 1:30pm-2:30pm

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

Topic: TBA  
February 12<sup>th</sup>, 1:30pm-2:30pm

Topic: TBA  
March 19<sup>th</sup>, 1:30-2:30pm

Topic: Annual Financial Report  
May 19<sup>th</sup>, 1:30-2:30pm

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



# **Maine**

## **Apple Crunch Day**

October 15th, 2025

### **Get Ready to CRUNCH!**

Celebrate Maine farmers, healthy kids, and strong communities by joining the 1st Annual Maine Apple Crunch this October! At noon on Wednesday, October 15th, schools and communities across the state will bite into crisp, local apples together in a statewide CRUNCH. This fun, educational event highlights the importance of fresh, local food in school cafeterias and teaches students where their food comes from. Participating is easy: buy, serve, and CRUNCH into a Maine-grown apple!

Click [HERE to Register](#)

Click [HERE to view our Apple Crunch Toolkit!](#)

**Email Katie Knowles with any questions** [Katie.Knowles@maine.gov](mailto:Katie.Knowles@maine.gov)

# OFFICIAL PROCLAMATION



Governor Janet T. Mills has officially proclaimed **October as Maine Farm & Sea to School Month.**

This proclamation recognizes the vital role Farm & Sea to School programs play in connecting students with fresh, local food, supporting Maine's farmers and fishermen, and building a healthier future for our communities. Schools, food producers, and community partners across the state are encouraged to celebrate and strengthen these connections throughout the month.



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



# Child Nutrition Training

**AI 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.

If there is a registration fee - **Per Maine DOE  
policy, payment is due by credit card at the time  
of registration.**

Please be sure to register to ensure that we have  
enough space for everyone.

**Please mark your calendars once  
you have registered.**

# Webinars

## **USDA Foods in Your Menus and Planning for Next Year**

October 27, 2025

1:30pm

Come learn ways to incorporate USDA foods in your menus and planning ahead for next year. We will also discuss important reminders and timelines to set schools up for success.

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### **Civil Rights Training**

The Civil Rights training can be found on the [Civil Rights](#) page of our website. Scroll past the Non-discrimination statements to the Civil Rights Training dropdown.



# Fall Info Meeting

*Last Week  
to Register*

October 23, 2025

9:00am - 3:00pm

Registration begins at 8:30am

*Last Week  
to Register*

University of Maine, Orono - Wells Conference Center

- Hear the latest DOE Updates to keep us aligned with state and federal priorities
- Learn more about what we have going on in Child Nutrition
- Regional Local Foods Project
- Bulk Milk Service
- Buy American Tracking
- CACFP At Risk
- Financial Basics
- And Off-site Meals Guidance

Registration deadline - **October 15, 2025**

Use this [link](#) to register

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