

# ***Child Nutrition Thursday Update***

## **!!Production Records!!**

Preparing for Your SY27 Annual Order

Financial Open Office Hours

Farm to School Cook-off: Registration is OPEN

Child Nutrition Training

Webinars

Local Foods Training-Farmer & School Buyer Meetup

Local Foods Training-Maine Sea to School

Shout Outs!!

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)

# !! Production Records !!

## Are Your Production Records Complete and Accurate?

### Production records must have:

- Site Information
- Planned Menu
- Planned servings
- ALL items offered and their correct serving sizes
- Amount of food actually used and leftovers

### We are seeing a lot of production records with the following problems:

- Actual quantities served and leftovers missing
- Incorrect serving sizes (fruits and vegetables in weights and not volume)
- Insufficient serving sizes
- All items offered are not being recorded
- Milk variety not shown

*Make sure all staff know how to do this properly.*

Recorded training available online here: <https://www.youtube.com/watch?v=Rp3yHsLK52E>

# !!Deadline Approaching!!

## USDA Foods Preparing for Your Annual Order for SY2027

The Sponsor and Delivery Sheets will be open on November 7th and will close on December 5th.

In order to open up SY2027 Annual order for USDA commodities, we need all districts to update **both** their sponsor application and delivery location sheets for 2027. All sheets must be in **Approved** status prior to **Friday, December 5, 2025**.

Follow the steps below to get your sheets into approved status:

Go to: CNPWeb: <https://me.cnpus.com/cnp/Login> Enter in ID/password

Select: FDP- (Food Distribution Program)

Program year **2027**

Locate Sponsor name by clicking on the 1st letter of your sponsor name/district Sponsor number Takes you to Sponsor Summary page.

1. Select **'Applications'** This is a **Two-step process**.
2. Email addresses do not roll over year to year, all Sponsors must enter email addresses in.
3. Select **'Sponsor Application sheet'**, select edit, make all necessary updates, enter in emails, **check off #45**, submit. Status goes from **'Pending Submission'** to **'Approved'** status.
4. Select **'Delivery location sheets'**, select edit, update all information. **The next step is crucial**. Under **storage capabilities**, make sure **dry, refrigerated and frozen boxes are checked off**, this is where your **USDA foods get delivered**. If you only have one delivery application, then all 3 must be checked off. If you have several delivery locations, you may have dry and frozen items going to one school and refrigerated going to another school. Make sure they are checked off appropriately for your deliveries. Status goes from **'Pending Submission'** to **'Pending Approval'**. DOE will only be approving the delivery location sheets.

The Annual Order will tentatively open in January 2026 and close in February 2026. Keep an eye out on the Thursday Updates.

# *Financial Open Office Hours with Jodi*

Topic: Time Study / Labor Hours  
**December 11<sup>th</sup>, 1:30pm-2:30pm**

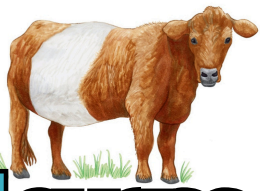
Topic: Breakfast Meal Cost Breakdown  
January 15<sup>th</sup>, 1:30pm-2:30pm

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.



**REGISTRATION IS OPEN!!**

# **Farm to School Cook-Off**

[Register for the 2026 Farm to School Cook Off](#)

Registration will be open until **December 31, 2025**

**This year's challenge ingredients are**

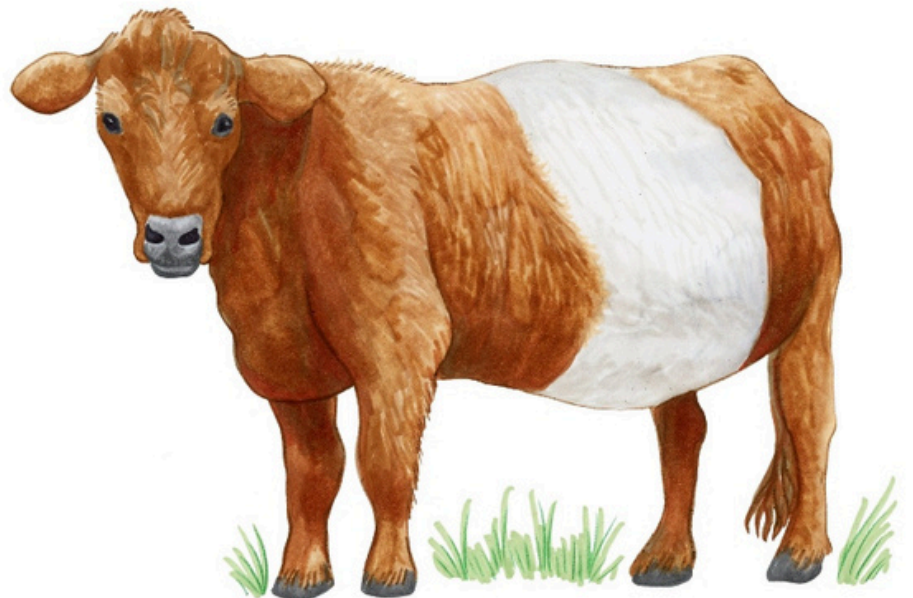
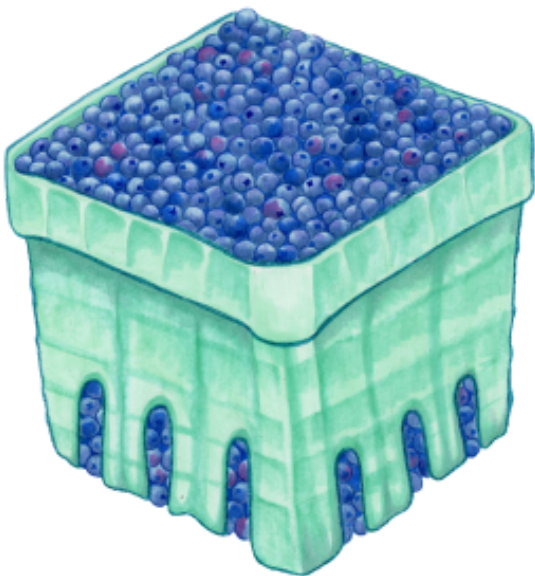
Breakfast - **Wild Blueberries**

Lunch - **Ground Beef**

Rules and Guidelines can be found here:

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

If you have any questions please contact Stephanie, Michele or Katie



# 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.
- 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

## Train the Trainer

November 24, 2025

1:30pm

In addition to revisiting USDA/FNS professional standards, we will also explore strategies for equipping staff with the skills to train others effectively. Participants will leave with an understanding of the regulatory language, as well as tools for creating engaging, repeatable training sessions that strengthen program operations.

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

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



# Farmer & School Buyer Meetup

December 9, 2025

1:00pm-4:00pm

Fork Food Lab, 95 Darling Avenue, South Portland

This regional networking and training event is designed to connect School Nutrition Directors, local farmers, fishermen, food producers, and distributors across Southern Maine. Participants will engage in panels, demonstrations, sampling, speed networking, and tours to strengthen Farm & Sea to School connections.

## Event Goals & Objectives:

- Highlight successful Farm & Sea to School partnerships, including practical strategies, lessons learned, and purchasing logistics
- Strengthen connections between school nutrition programs and local producers, distributors, and fishermen
- Showcase light processing and efficiency solutions for schools, including demoed tools and techniques
- Facilitate relationship-building and collaboration through speed networking and guided discussions
- Offer hands-on sampling opportunities and exposure to new local products for school menus

## Skills & Topics Covered:

- Networking and strategic collaboration across the local food system
- Navigating school purchasing priorities and distribution channels
- Light processing and prep solutions for school kitchens
- Menu development and local product integration
- Real-world success stories and problem-solving for local sourcing challenges

## Agenda Highlights:

- Panel discussion: School, farm, sea, and distributor perspectives
- Sampling & networking break featuring local products
- Speed networking sessions between producers and school nutrition directors
- Demonstration & discussion on processing solutions for schools
- Fork Food Lab tours and group reflection



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

## Local Foods Training

# Maine Sea to School Culinary Training

**December 16, 2025**

**10:00am-1:00pm**

**Child Nutrition Culinary Classroom**

**90 Blossom Lane**

**Augusta**

Join Maine DOE Child Nutrition, Maine Coast Fishermen's Association, and Gulf of Maine Research Institute for a hands-on culinary training! This training will highlight Maine caught fish; expect to learn different ways to prepare fish, safe handling, as well as methods to engage students with local seafood.

# Shout Outs!!

## Marshwood Farmers Market

From Karan Pfingst, Director of Dining Services,  
Marshwood Schools

On October 28 the Food Service Department partnered with Marshwood Great Works Elementary School (Grades 4 and 5 in S. Berwick) to present a Farmers Market for the students. Karan Pfingst (Chartwells) and Madi Arno (UNH intern) planned this event, focusing on local Maine produce like Apples, Broccoli and Potatoes. The students enthusiastically shopped for produce with their pretend money and took home recipes along with their purchases. It was a huge success, and Principal Jerry Burnell would like it to be an annual event.



Karan, thank you for sharing!



**Happy Thanksgiving!**

