

Child Nutrition Thursday Update

!!October Survey!!

USDA Foods

Preparing for Your SY27 Annual Order

Salad Bar/Deli Bar Production Record

Buy American Quick Guide & FAQ

Have you forgotten your CNPWeb Password?

Financial Open Office Hours

Maine Regional Local Foods Project Survey

Have a question?

Farm to School Cook-off: Registration is OPEN

Child Nutrition Training

Webinars

Local Foods Training - The Good Crust

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

OCTOBER SURVEY

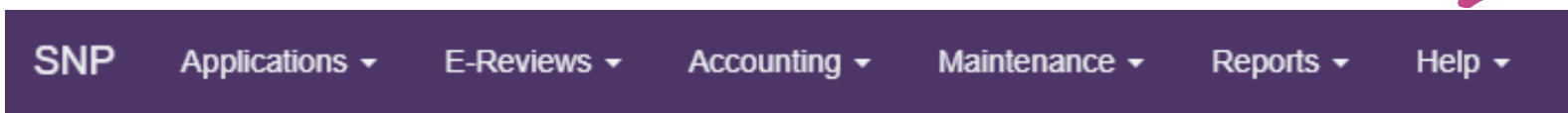
The October Survey must be filled out between
November 1-8 in CNPWeb.

The Survey must be completed before the October claim
is available for submission!

The Survey must be approved before the October claim will be paid out.

IMPORTANT- For CEP and Provision II Schools you must use the excel
spreadsheet found in the Help Tab of CNPWeb, there you enter your
10/31/2025 enrollment for each school, the calculation is completed for you.

**FOLLOW THE INSTRUCTIONS WHICH ARE
AVAILABLE IN THE HELP TAB OF CNPWEB.**



Sort	Program	Form Description	PDF	DOC	XLS
0	NSLP	SNP October Survey Instructions Updated 10/31 (Other = Webinar)			
1	NSLP	CEP and Provision II Non-Base Year Eligibility Claiming Report (for the Oct. Survey) and Quick Guide			

Step-by-step
Instructions

Link to Excel
spreadsheet to
enter your
enrollment

SPII Tab



CEP Tab

USDA Foods

terri.fitzgerald@maine.gov

November Monthly Order

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

PFG Deliveries

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

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.

Salad Bar/Deli Bar Production Record

Looking for a deli bar or salad bar production record? We have added a customizable production record to our [NSLP](#) page!



Buy American Quick Guide and FAQ

The Maine Child Nutrition office has created a quick guide to assist with implementing the Buy American requirements, which take effect this school year. It also includes Frequently Asked Questions. To access this resource, please visit the [Financial](#) page of our website. It can be found under the “Procurement & Buy American” section.


Have you forgotten your CNPWeb password?
Or, did you get a new laptop and your password is no longer automatic?
Or, did you lose the paper it was written on?

Passwords are case sensitive and have to be at least fifteen characters long so clicking the eyeball to see what you are typing is helpful.

Enter Password:

A screenshot of a password input field. On the left is a small lock icon. The input field is empty. On the right is an eyeball icon. A large blue arrow points from the right towards the eyeball icon.

That didn't do the trick? You need to reset your password.
Click **"Forgot Password"**

Forgot User ID?
Contact Maine DOE at (207)624-6842
 [Forgot Password?](#)

When you click "Forgot Password" you will be asked for your User ID and then sent a temporary password to use.

In the field of **"Old Password"**, type the one you just received not your old password or what you think your old password is.

Financial Open Office Hours with Jodi

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

Topic: Breakfast Meal Cost Breakdown
January 15th, 1:30pm-2:30pm

Topic: TBA
February 12th, 1:30pm-2:30pm

Topic: TBA
March 19th, 1:30-2:30pm

Topic: Annual Financial Report
May 19th, 1:30-2:30pm

Please email jodi.truman@maine.gov for the link to attend.

Maine Regional Local Foods Project Survey

Our Maine Regional Local Foods Project is in full swing again! This year, every district will have access to a regional local foods coordinator. Whether you have a robust farm & sea to school program, or are just starting out, your Local Foods Coordinator is here to support you!

As part of this project, you are invited to participate in our local foods survey. Please note you must take this survey to receive assistance from your Regional Local Foods Coordinator. Click [HERE](#) to access our local foods survey.

Coordinators can help you with:

- Participating in Farm & Sea to School programming
 - i.e. Maine Harvest of the Month, the State Local Foods Fund, Fishermen Feeding Mainers
- Expanding local purchasing
- Developing skills for scratch cooking and preparing local foods
- And more!

The deadline for completing the survey is **November 14th**.

Below is a list of each region's Regional Local Foods Coordinator with their contact information.

Aroostook: Roxanne Bruce, roxanne.bruce@maine.gov

Cumberland & York: Ali Mediate, ali.mediate@maine.gov

Mid-coast (Lincoln, Knox, Sagadahoc) & Western ME (Oxford, Androscoggin, Franklin):

Catherine Brown, catherine.brown@maine.gov

Hancock: Sandy Fortin, sandy.fortin@maine.gov

Penquis: Amanda Junkins, Amanda.junkins@maine.gov

Kennebec Valley (Waldo & Kennebec): Allie Moulton, Alessandra.Moulton@maine.gov

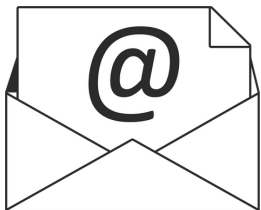
Washington:

Southern Washington Cty- Rt. 1 west to east to Lubec. Sandy Fortin:

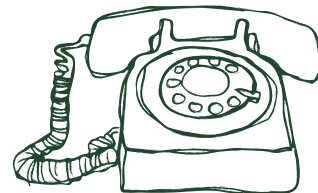
sandy.fortin@maine.gov

Northern Washington Cty- Rt. 1 north to south, Danforth to Lubec. Roxanne Bruce:

Roxanne.bruce@maine.gov.



Have a question?

**Miles Laidlaw***Data & Technology Systems Coordinator*

446-0713

miles.l.laidlaw@maine.gov

CNPweb

Paula Nadeau*Administrative Coordinator*

624-6842

paula.nadeau@maine.gov**Jodi Truman***Child Nutrition Finance Specialist*

624-6877

215-9676 (Cell)

jodi.truman@maine.gov

Annual Paperwork & Claim Filing

Terri Fitzgerald*USDA Foods Coordinator*

624-6882

terri.fitzgerald@maine.gov

USDA Foods & DOD Fresh

Katie Knowles*Farm & Sea to School Coordinator*

215-6716

katie.knowles@maine.gov

Farm & Sea to School

Harvest of the Month

Kobi Chase*CACFP Nutrition Consultant*

816-0324

kobi.l.chase@maine.gov

Program Review

At Risk Afterschool Meals

Agreements

Michele Bisbee*Child Nutrition Consultant*

592-6076

michele.bisbee@maine.gov

Program Reviews

Culinary Specialist

Food Safety & Sanitation

Equipment Assistance

Kate Fayle*Child Nutrition Consultant*

592-4198

kaitlin.fayle@maine.gov

Program Reviews

School Breakfast Program

Summer Food Service Program

David Hartley*Child Nutrition Consultant*

624-6878

david.hartley@maine.gov

Program Reviews

Application Approval & Verification

Food Safety & Sanitation

ServSafe

Special Provisions

Nicholas LaBreck*Child Nutrition Supervisor*

557-3283

nicholas.j.labreck@maine.gov

Program Reviews

Civil Rights

Summer Food Service Program

Sarah Platt*Child Nutrition Consultant*

592-2410

sarah.d.platt@maine.gov

Program Reviews

Meal Pattern

Special Needs

Procurement

Stephanie Stambach*Child Nutrition Supervisor*

215-9437

stephanie.stambach@maine.gov

Program Reviews

Fresh Fruit & Vegetable Program

Farm to School



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

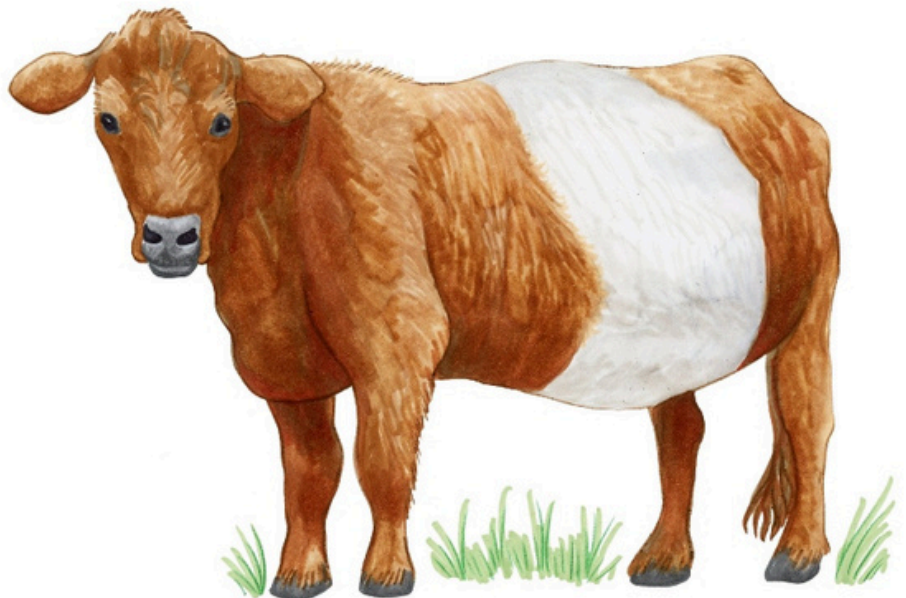
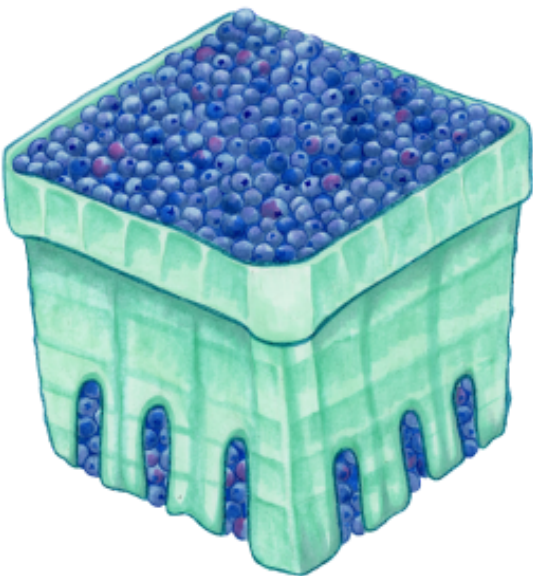
Breakfast – **Wild Blueberries**

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

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.

Did you miss a webinar?

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



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

Local Foods Training

The Good Crust

November 13, 2025

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



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!!

