

Child Nutrition Thursday Update

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

Child Nutrition List Serve Email - child.nutrition@maillist.informe.org

The following letter was sent to Superintendents earlier in the month. This was a request from the Education & Cultural Affairs Committee in the legislature. The intent was to clarify that Special Purpose Private Schools could participate in the NSLP if they chose to. It seems to have only added to the confusion about off-site meals.

To reiterate our previous message:

Schools are unable to be reimbursed for meals served off site, with the exception of field trips and CTE programs where students pick up an NSLP site and take it to a CTE program.

If anyone has any questions, please email jane.mclucas@maine.gov and sarah.d.platt@maine.gov with your specific situation.

ADMINISTRATIVE LETTER: Details Surrounding Participation in the National School Lunch Program

Administrative Letter: #1

Policy Code: EFG/EFC

To: School Administrative Unit Administrators, Special Purpose Private School Administrators, and Public Regional Program Administrators

From: Jane McLucas, Maine Department of Education Child Nutrition Director

Date: August 5, 2025

Subject: Details Surrounding Participation in the National School Lunch Program

The National School Lunch Program is a federally assisted meal program operating in public and nonprofit private schools and residential childcare institutions (RCCIs). It provides nutritionally balanced, low-cost, or free lunches to children each school day. In Maine, with legislative support, Healthy School Meals for All have been available since 2021. State funding covers the portion of the meal cost that is not covered by federal funds for students attending a public school or certain private schools participating in the NSLP and School Breakfast Program (SBP).

School Food Authorities (SFA) receive cash subsidies, as well as nutritious, 100-percent domestic foods—known as USDA Foods—for each reimbursable meal that they serve. In exchange, SFAs must serve meals that meet the Federal meal pattern guidelines and offer them at a free or reduced price to all eligible children. SFAs can also be reimbursed through NSLP for snacks served to children who participate in an approved afterschool program.

SFAs determine which meal programs to offer (breakfast, lunch, and/or snack) and select their operational model (self-operation, meal contracts, or commercial food service) with guidance from the Maine Department of Education (DOE) Child Nutrition team. Once operating their meal program(s), SFAs can submit claims for reimbursement monthly through the Child Nutrition program.

The Maine DOE recommends that meal provision for students attending programs outside of the school administrative unit (SAU) be addressed in the Memorandum of Understanding (MOU) between the SAU and any Special Purpose Private School (SPPS) or regional program.

Eligible SAUs (e.g., traditional and public charter schools), SPPS, regional programs, and Career and Technical Education (CTE) programs interested in joining the NSLP will be assigned a Maine DOE Child Nutrition team member for onboarding support. The onboarding process typically takes between four and six months and includes submitting required state and federal documentation, attending a two-day, in-person “New Director Bootcamp,” selecting a program model, determining staffing needs, and meeting all compliance requirements before receiving approval to participate.

Annual Financial Report

- The Annual Financial Report is found in CNPWeb under the Forms tab in program 2025
- The Guide to complete the report is in the Help Tab
- Report must be submitted by September 1, 2025
- Make sure all Revenue and Expenses have been reported for SY 2025 before completing the Annual Financial Report.
- Verify that the beginning and ending balance in your AFR are the same as the Business Office
- Ending balance for the 2025 school year must be a positive balance. If the balance is negative, the sponsor is required to cover the difference with a transfer of non-federal funds to the Child Nutrition accounts for a zero balance

Open Office Hours will be provided the following dates and times:

- Thursday, August 28th @ 12:30pm

Please email jodi.truman@maine.gov for the meeting link with the date you are requesting.

Changes to State Local Foods Fund (LFF) Coming Soon!!

Starting in September, the State Local Foods Fund will have some changes!

- Recent legislation has increased the reimbursement rate from $\frac{1}{3}$ to $\frac{1}{2}$!
 - Districts will now receive \$1 for every \$2 spent on eligible local foods!
- The maximum reimbursement amount has increased from \$5,000 to \$10,000!
 - Districts will also receive an extra \$1,000 for attending a local foods training!
- State Local Foods Fund Claims will be filed in CNP Web again with your monthly claim!
 - There will be a new claim form starting in September!

Due to these changes, there will be mandatory training video to watch before filing your September claim in October. This will be available starting in August.

These changes are effective starting for SEPTEMBER claims in October. Until then, please continue to email your Local Foods Fund claims as usual to katie.knowles@maine.gov.

If you have any questions please reach out to Katie Knowles, Farm & Sea to School Coordinator, at katie.knowles@maine.gov.

USDA Foods

terri.fitzgerald@maine.gov

September Monthly Order

The first of School Year 2026 is available and runs from September 1st-15th. Step by step directions on how to complete your order can be found on the the [USDA Foods](#) page of our website.

Please Check Your Annual Order

USDA has informed us of several shortfalls due to “ vendor constraints” which is preventing them from purchasing trucks that we have requested. Please check your Annual Order to see what items have been adjusted.

Turkey Roast

We have been informed by the USDA that turkey roast that was supposed to arrive at the warehouse in July is now scheduled for delivery in October. Please consider ordering from your local distributor if you want turkey for the holidays. We are sorry for any inconvenience this may cause in your meal planning and appreciate your understanding.

Fresh Fruit & Vegetable Program

stephanie.stambach@maine.gov

The issue with SY 2025 FFVP balances being incorrect has been resolved in CNP web. The balances from SY 2025 are what schools have available to spend for September 2025 only. Please note, you can only claim September FFVP expenses if you were selected to participate in SY 2026.

Schools participating in SY 2026:

The funding allocations have been finalized and can be accessed by going to the CNP web Reports- Accounting Reports- FFVP Usage. Then select 2026 and your School District. See example below of how to read the report. The “Amount” heading and “Oct-Sept” column lists the allocations for each participating school. As a note, FFVP funds run from October 1st through September 30th of the following school year.

FFVP Usage Report						
Filter Criteria :						
Fiscal Year	District	As Of				
2026	Athens Public Schools	8/20/2025 11:14:07 AM				
School	Amount		Balance		Usage	
	PY Rollover	Oct - Sept	PY Rollover	Oct - Sept	PY Rollover	Oct - Sept
District: Athens Public Schools (1629)						
Athens Community School (906)	\$1,659.11	\$6,528.00	\$1,659.11	\$6,528.00	0.00%	0.00%
District Total	\$1,659.11	\$6,528.00	\$1,659.11	\$6,528.00	0.00%	0.00%
Total	\$1,659.11	\$6,528.00	\$1,659.11	\$6,528.00	0.00%	0.00%
Department of Education			Report Generated on 8/20/2025 11:14 AM			

MEFS Funding Codes

jodi.truman@maine.gov

Please be sure you are using the correct funding codes for your Child Nutrition Revenue

Description from Payment SY 2026			
CFDA	SNP Federal Funds for School Meals	MEFS Revenue #	MEFS Fund #
10.555	EDUC. SCHOOL NUTRITION, LUNCH (S.A.) Free and Reduced Meals	4553	2930
10.555	EDUC. SCHOOL NUTRITION, LUNCH (REG.) Paid Meals	4551	2930
10.553	EDUC. SCHOOL NUTRITION, BREAKFAST	4554	2930
10.582	FFVP PAYMENT	4559	2930
10.555	EDUC. SCHOOL NUTRITION, AFTERSCHOOL SNACK	4556	2930
10.556	EDUC. SCHOOL NUTRITION, MILK PROG.	4555	2930
	SFSP Federal Funds for Meals		
10.559	SFSP ADMINISTRATIVE	4549	2930
10.559	SFSP OPERATIONAL	4380	2930
	CACFP Federal Funds for Meals		
10.558	CHILD ADULT CARE, CENTER MEALS	4560	2930
10.558	CHILD ADULT CARE, FDCH MEALS	4560	2930
10.558	CHILD ADULT CARE, FDCH ADMIN	4560	2930
10.558	CHILD ADULT CARE, CIL	4560	2930
	State of Maine Funding for School Meals		
	EDUC. SCHOOL NUTRITION, LUNCH REDUCED STATE	3254	2930
	EDUC. SCHOOL NUTRITION, LUNCH PAID STATE	3250	2930
	EDUC. SCHOOL NUTRITION, BREAKFAST REDUCED STATE	3258	2930
	EDUC. SCHOOL NUTRITION, BREAKFAST PIAD STATE	3258	2930
	EDUC. SCHOOL NUTRITION, STATE FUNDS LUN/BRK	3250	2930
	MEALS PUBLICLY FUNDED STUDENTS PRIVATE ACADEMIES	3250	2930
	Special: Federal Funding Grants		
10.579	School Meals Equipment Grant	4547	2930
	Special: Maine Funding		
	Local Produce - Maine	3251	2930
	Funding from Outside Sources		
	Other Federal Grant thru another Federal Sources	4790	2930
	Other Contributions from Outside Private Sources	192#	2930
	Interest Earned - Other Revenue from Local Sources	1900	2930

Child Nutrition Virtual Training

**AI of any kind will be removed
from the 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.**

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

Webinars

Local Foods Updates

August 25, 2025

1:30pm

Join us for a webinar covering important local foods updates, including changes to the State Local Foods Fund, new Harvest of the Month materials, and details on upcoming farm and sea to school events for the school year. Highlights include Maine Harvest Lunch Week in September and our first-ever Maine Apple Crunch event in October!

Fresh Fruit and Vegetables Program

September 9, 2025

1:30pm

This webinar is intended for schools participating in the Fresh Fruit and Vegetable Program (FFVP) in SY 2026. Please note, this is different than the DOD fresh program! Come learn all about the FFVP, including allowable costs, tracking your spending and best practices. We will also discuss any new changes to the program for SY 2026.

Top 10 Most Common Program Findings

September 29, 2025

1:30pm

Those recurring challenges and areas that often come under scrutiny during evaluations, audits, and reviews.

Whether you're looking to improve your program's outcomes, prevent common pitfalls, or simply stay ahead of the curve, this session will provide valuable insights that can help you optimize your work. We'll be covering everything from financial mismanagement to reporting inconsistencies, and we'll discuss practical solutions to address these findings effectively.

SY2026 Review Training

Is your district up for an Administrative & Procurement Review this year? Come learn what the review process involves, and how to successfully prepare for your review.

September 11, 2025

9:00-12:30

Registration begins at 8:30

Child Nutrition Office
Deering Building, Room 101
90 Blossom Lane
Augusta

**IN PERSON
TRAINING!**

Verification Training

This training will cover the Verification process.

- *When the process should be started;
- *How to complete the process more easily;
- *The time line for completion;
- *Uploading into CNPWeb

September 23, 2025

1:00-3:30

Registration begins at 12:30

Child Nutrition Office
Deering Building, Room 101
90 Blossom Lane
Augusta

ServSafe Exam

2:00pm

October 20, 2025

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.

Fall Info Meeting

October 23, 2025

9:00am - 3:00pm

Registration begins at 8:30am

University of Maine - Wells Conference Center

- Hear the latest DOE Updates to keep us aligned with state and federal priorities.
- Learn more about the Regional Local Foods Project and explore its possibilities.
- Discuss rules and best practices around Bulk Milk Service to ensure safe and compliant operations.
- Go over the ins and outs of the new Buy American Tracking Requirement, providing clarity on compliance and implementation.
- ...and more, as we look at ways to strengthen and streamline our programs.

This meeting is designed not only to share information but also to foster conversation.

Registration deadline - **October 15, 2025**

Use this [link](#) to register

Basic Sanitation Training

david.hartley@maine.gov

This is NOT ServSafe

This class is intended for Kitchen Staff doing the daily tasks.

October 10, 2025

8:30am

Old Town High School

203 Stillwater Avenue, Old Town

This will be a three (3) hour class pertaining to the daily activities School Nutrition staff completed. At the end of the class (approximately 12:00pm) there will be a short test.

**Registration information will be in next week's
Thursday Update**