

Child Nutrition Thursday Update

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Shout out!!

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

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

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

Annual Financial Report Glitch

Income Section - Line 4 State Revenue Match & Reimbursement is not calculating correctly in the School Breakfast Total column (Line 8, Col. D). To correct this, please input the State Revenue Match & Reimbursement School Breakfast amount in Line 6 Other Income under School Breakfast (Line 6, Col D). If you have amounts already listed in that box (Line 6, Col. D), add the amounts together. Line 4, Column D should show a zero-amount listed. If you have any questions, please contact Jodi Truman.
Jodi.truman@maine.gov

The final Open Office Hours will be:

- Thursday, August 28th @ 12:30pm

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

Coming SOON to CNPWeb

New password guidelines are coming for CNPWeb

To align with the State of Maine's (SOM) password policy, a mandatory CNPWeb Password Reset will soon be implemented.

What to Expect: Once the change is deployed, users will be prompted to update their passwords upon their next login to CNPWeb. The system will enforce this update, and users will be required to complete the password change at that time.

Users may not be able to log in until this new password has been set. The new password must meet the criteria below:

Password Guidelines:

The password must have a minimum length of fifteen (15) characters.

Cannot contain any part of the user's account name.

Cannot contain any dictionary word, unless in conjunction with an additional eight (8) characters and meeting all other criteria in this section.

Cannot contain any common or standard phrase.

Cannot contain keyboard patterns or obvious sequences ("qwerty" or "345ertDFG").

Must contain a mixture of at least one (1) uppercase, and at least one (1) lowercase alphabetic character.

Must contain at least one (1) numeric character.

Must contain at least one (1) special character from amongst the following: ({}[],.<>;:'"~!@#\$%^&*()_ -+=).

Filling out the CNPweb User Access Form

Please read ALL directions before completing the form.

Please be sure you are using the form pictured below.

All of these boxes need to be completed. Please do not use your AOS or School Union number. Use the district name as it appears in CNPweb, minus the assigned CNPweb number

Individuals can belong to one User Group, be sure to read the definitions of each before selecting the one you want.

Select ONLY the programs your district participates in.

The form must be signed by the Legal Agent. With School Districts, that is typically the Superintendent.



CNPWeb User Request Form

Complete this form to add, modify or delete a user in CNPWeb. Submit this form as often as changes occur to reflect only those currently approved to enter data and/or approve claims. This form must be signed by the Sponsor's Executive Contact. This is the person with the legal authority to sign documents on behalf of the sponsor. Email the completed form to child.nutrition@maine.gov.

The Sponsor Application in CNPWeb must be updated accordingly, please update the Sponsor Information Sheet.



Sponsor/LEA Name as it appears in CNPweb:					
Name:	New User	Modify User	Inactivate User		
Title:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Email:	Phone:				
COMPLETE THIS SECTION TO ADD/MODIFY A USER:					
User Group: select <u>ONE</u> from this column	Scroll across to select programs district participates in	Program Columns - Select box for which access is requested			
		SNP School Nutrition Program	FDP Food Distribution Program	SFSP Summer Food Service Program	CACFP At Risk After School Program
Sponsor Admin Annual Application Packet; Monthly Claim for Reimbursement; SNP October Survey; SNP Verification; SNP Fresh Fruit & Vegetable Application (if applicable); FDP (USDA Foods) Application & Orders		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Claim Approver Approves the Monthly Claim for Reimbursement. Cannot enter or edit information.		<input type="checkbox"/>	N/A	<input type="checkbox"/>	<input type="checkbox"/>
Verification Only Only has access to the SNP Verification module to enter & edit verification information.		<input type="checkbox"/>	N/A	N/A	N/A
View Only Can view information but not edit or delete		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
By signing and submitting this form, I am requesting the changes listed on this form.					
Signature of Executive Contact – Legal Agent (Superintendent/Head of School/Director):					
Print Name of Executive Contact – Legal Agent (Superintendent/Head of School/Director):					
Title:			Date:		
The Sponsor Application in CNPWeb must be updated accordingly, please update the Sponsor Information Sheet.					

State Use Only:

Date: _____

Change Complete: ☐

Initials: _____

7/10/23

Forms that are not completed properly will be returned for corrections. Submitting forms directly from your scanner puts them at risk at being deleted as spam.

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 USDA that turkey roast that was rescheduled for October delivery has now been cancelled because of no bids received from vendors. All PAL Entitlements will be refunded.

Please reach out to 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.

Annual Public Notice Requirement

At the beginning of each school year, schools participating in the NSLP must provide a public notice to local newspapers so it may be printed as a public service to readers. A sample can be found on our website [here](#) under 'NSLP Sample News Release'.

Sample NSLP News Release – is for schools that are collecting F/R Meal Applications and participating in Maine’s “no charge” meals

Sample NSLP News Release for Private or Non-Public Schools – is for schools that are collecting F/R Meal Applications and NOT participating in Maine’s “no charge” meals

Sample NSLP News Release for Special Provision Schools – is for schools that are NOT Collecting the F/R Meal Application due to participation in special provisions

The news release will need to be customized and must include the federal and state non-discrimination statements. Keep a copy of the information sent to the newspaper as documentation.

Changes to the Buy American Requirements for SY 2026 – Tracking of Non-Domestic Food Purchases

The Buy American provision requires school food authorities to purchase, to the maximum extent practicable, domestic commodities or products. Exceptions have been made for items that are significantly less expensive than the domestic version and items not grown and produced domestically in significant quantity.

Starting in SY26, there will be a threshold for non-domestic food purchases – including items on the [Federal Acquisitions Regulations Non-available articles](#) list.

The new thresholds will be phased in over seven school years as follows:

- **Beginning in SY 2025-2026, the nondomestic food purchases cap will be 10%.**
- Beginning in SY 2028-2029, the nondomestic food purchases cap will be 8%.
- Beginning in SY 2031-2032, the nondomestic food purchases cap will be 5%.

What does this mean for your program? The purchase of non-domestic food purchases cannot exceed the annual threshold. Therefore the school nutrition program needs to track food purchases and identify any item(s) that are not Buy American compliant, including those that meet the exceptions. You will be asked to provide this information during Administrative Reviews. To assist with tracking, USDA has provided an optional [Buy American Tracking](#) Form is available on our [website](#) under the Procurement & Buy American header.

Does this requirement apply to FFVP and a la carte foods as well? No. This requirement applies to any food component offered in the NSLP (including the Afterschool Snack Program) and the SBP that is not Buy American compliant.

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

Fresh Fruit and Vegetable Program (FFVP) Reminders

September funds: 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.

SY 2026 Allocations: Funds can be used starting October 1st. The allocations can be accessed by going to the CNP web Reports tab>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.

A list of awarded schools for SY 2026 can be found on our website:
<https://www.maine.gov/doe/schools/nutrition/programs/ffvp>.

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

For questions on any of the above, please contact Stephanie at
stephanie.stambach@maine.gov.

NEW FFVP Promo Materials and Resources for SY 2026!

We are excited to share new Fresh Fruit and Vegetable Program (FFVP) resources for schools participating in this program. They can be found here on our webpage:

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

This includes:

- FFVP calendar template and fruit and vegetable fun fact sheet templates.
- Sample fun fact sheets, menus, morning announcements, and word searches to engage students!
- Sample, customizable parent and teacher letters to share information about the program and ways they can support FFVP in your schools.

Thank you to our UNE dietetic intern, Emily Weinrich, for creating these wonderful materials. We hope they will be useful in your FFVP programs!



Farm & Sea to School Events

Email Katie Knowles with any questions Katie.Knowles@maine.gov



MAINE HARVEST LUNCH WEEK

September 15th-19th, 2025

Celebrate Local Food with Maine Harvest Lunch Week!

For over 20 years, Maine Harvest Lunch Week (MHLW) has brought schools together to support local farmers and teach students about the importance of Maine's food system. Held during the third week of September (September 15-19th), MHLW encourages schools to serve fresh, seasonal, Maine-grown meals and get creative with activities that highlight the value of eating local. From farm visits and taste tests to menu planning and farmer meet-and-greets, students across the state learn where their food comes from—and why it matters.



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!](#)

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 mark your calendars once
you have registered.**

Webinars

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.

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.

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.

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

Fall Info Meeting

October 23, 2025

9:00am - 3:00pm

Registration begins at 8:30am

University of Maine, Orono - 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.

Body

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

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.

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

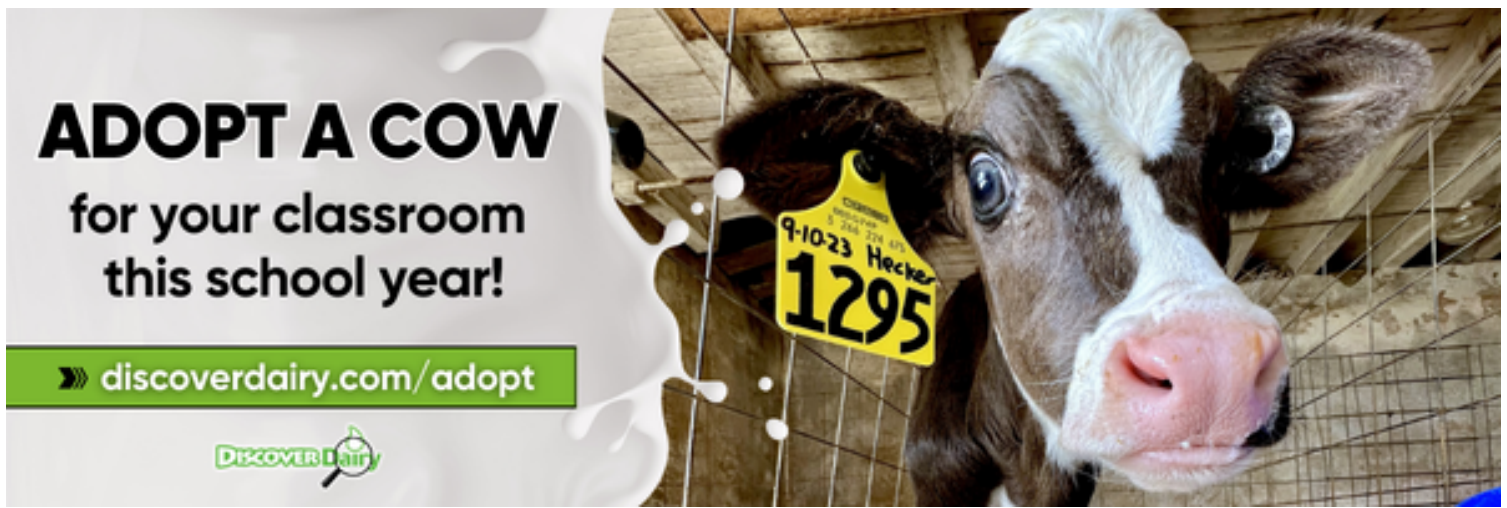
8:30am

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.

[Click HERE to register!](#)



Looking for creative ways to build excitement in your school cafeteria? Sign up for the FREE Adopt a Cow program for the 2025-26 school year! Adopt a cow for your cafeteria, make farm-to-table connections, and learn all about dairy nutrition.

The Discover Dairy “Adopt a Cow” program is an exciting, year-long experience for your classroom. Throughout the program, you’ll get an inside look at dairy farming and be paired with a calf from a working Maine dairy farm. You’ll find out what her name is, when her birthday is, where she lives, and how the farmer takes care of her. You’ll also receive progress updates, photos of the cow, live chats from the farm, activity sheets for your students, suggested lessons that follow Common CORE standards, and even opportunities to write letters to your calf! All updates are easily accessible via an online portal and app for Apple and Android.

You have until **September 15** to enroll in the free program!

 Learn more: discoverdairy.com/adopt



Shout Outs!!



Shoutout to RSU 71, who recently connected with Reentry Center Farm in Belfast. They received over 700 pounds of fresh local produce!

Pure joy!

Thanks Allison, for sharing!





**Wishing Everyone a
Great Year!!**