

SEPTEMBER 24, 2026

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Annual Financial Report Open Office Hours

Do you have questions about your Annual Financial Report?

Annual Financial Report is due October 1, 2026. Jodi will be hosting Open Office Hours on
September 25th and 28th
to answer any question you have.

September 25th - 10:00am - 11:00am

September 28th - 9:00am - 10:00am

Instructions on how to complete the AFR are in the Help tab of CNPweb, Program year 2026.

Due to the volume of AFR submissions, the Approval process will take some time.

If you are interested in joining one of these sessions, please email jodi.truman@maine.gov for the link to attend.

Buy American Reporting Form

adriane.ackroyd@maine.gov

We are requesting input from districts to gather feedback for USDA on Buy American tracking. The intention is to share common challenges with non-domestic products.

Please respond to this brief [survey](#) by September 30, 2026. If you have already completed the survey, please disregard! Only one response is needed. We appreciate everyone's feedback!

IMPORTANT REMINDER

kaitlin.fayle@maine.gov

DO NOT use the Alternate Economic Status Form as part of your School Lunch Program.

These forms are **not school meal benefit applications** and should **not be collected, reviewed, or processed by the School Nutrition Program.**

Alternate Economic Status Forms should be **collected and processed separately, outside of the School Lunch Program.**

The only form that can be used to determine a students eligibility status for the lunch program is the 2027 Meal Benefit Application found here:

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

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HOUSEHOLD APPLICATION FOR FREE & REDUCED PRICE SCHOOL MEALS – SY2017

Complete one application per household. Return completed form to: [INSERT INFORMATION]

You may apply online at: [INSERT WEB ADDRESS OR URL.]

STEP 1: STUDENT INFORMATION: List ALL students living in the household.

Student Last Name	Student First Name	School	Foster Child	Homeless/Highest Need
			☐	☐
Student Last Name	Student First Name	School	Foster Child	Homeless/Highest Need
			☐	☐
Student Last Name	Student First Name	School	Foster Child	Homeless/Highest Need
			☐	☐
Student Last Name	Student First Name	School	Foster Child	Homeless/Highest Need
			☐	☐

STEP 2: ASSISTANCE PROGRAMS: Do any household members (including you) participate in SNAP, TANF, Medicaid?

☐ No → Go to STEP 3.

☒ Yes → Write name and SNAP/TANF number here and skip to STEP 4.

Name: _____ SNAP or TANF Number: _____

STEP 3: HOUSEHOLD INCOME: List all household members (including yourself & student(s)) who receive income. List gross income for each person. By entering "0" or leaving blank, you certify (promising) there is no other reportable income.

NAME(S)		Earnings From									
		Earnings from Work before deductions	Weekly	Monthly	Pension, Retirement, Social Security, All Other Income	Weekly	Monthly	Unemployment Insurance	Weekly	Monthly	Total Monthly
All Household Members (Including student listed above)			Every 2 weeks / 2 times/monthly	Monthly		Every 2 weeks / 2 times/monthly	Monthly		Every 2 weeks / 2 times/monthly	Monthly	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
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		\$	\$	\$	\$	\$	\$	\$	\$	\$	
		\$	\$	\$	\$	\$	\$	\$	\$	\$	
TOTAL HOUSEHOLD SIZE: (include all)											

STEP 4: ADULT SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (required)

I certify, promising, that all information on this application is true and that it meets my legal duty. I understand that this information is given in confidence with the except of Federal law, and that school officials may verify school related information. I am aware that if knowingly providing false information, my children may lose meal benefits, and I may be prosecuted under applicable state and federal laws.*

Signatures of Adult: _____ Last 4 Digits of Social Security Number: _____ ☐ If filer has been a Social Security Numberant

Printed Name: _____

Phone: _____

Email: _____

Address: _____ Date: _____

*** FOR SCHOOLS USE ONLY ***

Annual Income Considered Weekly x 52, Every 2 weeks x 26, Twice a month x 24, Monthly x 12

Total Income: _____ Household Size: _____ Free _____ Reduced _____ Disabled _____ Casually/digitally ill: _____

Declaring Official's Signature: _____ Date: _____

Verifying - Confirming Official's Signature: _____ Date: _____

After School Snack Program (ASSP) Reminders

adriane.ackroyd@maine.gov

- Operators of the ASSP must conduct onsite monitoring of the program at each site once within the first four weeks of operation. A template [On-site Monitoring Form](#) is available on our website.
- The [ASSP Meal Pattern](#) and other program requirements can be found on our [website](#).
- Smart Snacks and the ASSP are not the same. Not all items that are Smart Snack compliant will meet the ASSP meal pattern and not all items that can be served on ASSP are Smart Snack compliant.



Proper Counting of Reimbursable Meals

sarah.d.platt@maine.gov

Meals can only be counted at the point when the student receives a complete, reimbursable meal. This is called the “Point of Service”.

Are you wondering if the system you are using is allowable? Ask yourself these key questions:

1. Does the system count the meal for reimbursement when the student receives the meal?
2. Does the system only count one meal/student/meal type?
3. Does the system prevent the counting of duplicate meals?
4. Is there an audit trail?

October Survey Coming Soon

jodi.truman@maine.gov

Plan on attending the [October Survey Webinar](#) on October 26th at 1:30pm to ensure that reporting is done correctly.

The October Survey is an additional edit check to monthly claims and FFVP eligibility; therefore, the accuracy of this report is extremely important. The report collects each school's student eligibility status by grade based on meal benefit applications and the Direct Certification and SUN Bucks list.

CEP and Provision II NON-BASE YEAR, meal benefit applications were not collected, therefore a calculation is used based on total enrollment times your base year eligibility status. Detailed instruction will be posted in the Help tab of CNPWeb. Please attend the webinar for instructions and a walk through of the process.

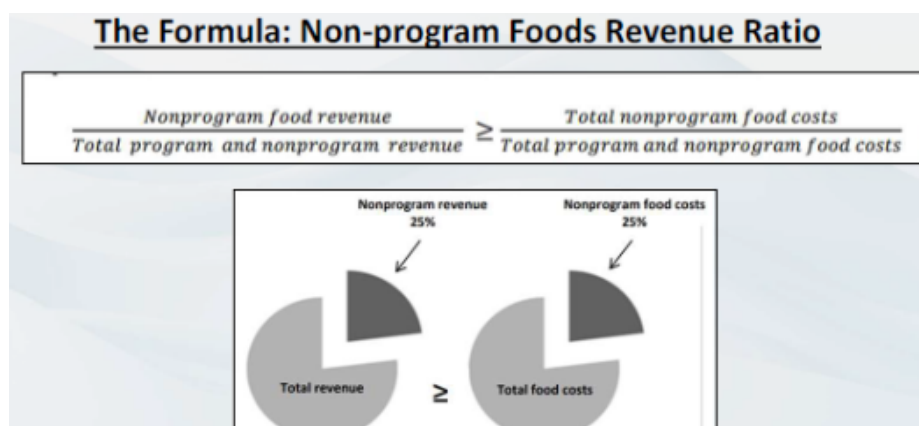
Non-Program Food Revenue

Rule 7 CFR Part 210.14(f), USDA Policy Memo SP 20-2016

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What Are Non-program Foods?	
Foods and beverages: • sold at a NSLP school, • purchased using SN funds, • not sold as reimbursable meals.	Include: • Adult meals • Student second meals • Catering • Meals sold to other schools • A la carte sales • Snack milk/cold lunch milk • Vending machines • Pk meals in partnership sites

The key concept of this requirement is financial integrity, to ensure that federal reimbursement intended for reimbursable school meals is not being used to subsidize nonprogram food sales.



If the costs of nonprogram foods account for 25% of the SNPs total food costs, then they should generate at least 25% of the SNPs total revenue. If revenue is lower than costs, then it means that federal funds from the SNP may be subsidizing nonprogram foods. In simple terms: Nonprogram foods must pull their own financial weight.

Did You Miss the School Nutrition Programs Annual Training?

Check out the presentations from the day on our website here:

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

Also shared at the training was a new resource, the

[Buy American Flow Chart](#)



Funding Opportunity School-based Nutrition Projects

The application is now available to apply for funding for the Defining Evidence for Programs to Ensure Nutrition for Development (DEPEND) school-based demonstration projects!

DEPEND is designed to generate credible, transferable evidence about how schools can improve meal quality in ways that can be sustained over time. DEPEND will fund projects that test strategies to provide healthier meals that students choose and consume.

- Eligible applicants include public schools, public charter schools, public school districts, and School Food Authorities.
- Applications are due **October 13, 2026**, and decisions are anticipated October 23, 2026.
- To learn more and submit an application, visit [DEPEND- Application](#)

Have Questions

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207-620-6017

Program Reviews

Civil Rights

Summer Food Service Program

Kate Fayle

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Program Reviews

School Breakfast Program

Summer Food Service Program

Stephanie Stambach

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Program Reviews

Fresh Fruit & Vegetable Program

Meal Pattern

Jodi Truman

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207-624-6877

Annual Paperwork

Claim Filing

Paula Nadeau

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Michele Bisbee

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Program Reviews

Culinary Specialist

Food Safety & Sanitation

Equipment Assistance

Sarah Platt

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207-592-2410

Program Reviews

Meal Pattern

Dietary Accommodations

Procurement

Kobi Chase

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207-816-0324

Program Reviews

At Risk Afterschool Meals

Terri Fitzgerald

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USDA Foods & DOD Fresh

Katie Knowles

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207-215-6716

Farm & Sea to School

Harvest of the Month



Maine Apple Crunch Day!

Join the **2nd Annual Maine Apple Crunch** on **Wednesday, October 14, 2026**, to celebrate Maine farmers, healthy kids, and strong communities!

Participating is simple: purchase, serve, and **CRUNCH** into locally grown Maine apples.

Register your Crunch today to:

- Add your participants to the statewide Crunch count
- Request FREE Apple Crunch Day posters & stickers for your event!
- Get information about purchasing and serving local apples
- Receive updates, activities, and resources leading up to the event

The official Maine Apple Crunch will take place at noon on **Wednesday, October 14**, but you are welcome to hold your Crunch at any time throughout October. No event is too small to register!

Register your Crunch: <https://forms.cloud.microsoft/g/ENBJY3Hj2Y>

Questions? Contact Katie Knowles, Farm & Sea to School Coordinator, at katie.knowles@maine.gov.

Child Nutrition Training

- *The links to register are in the training titles - unless otherwise noted.*
- *Pay attention to registration deadline dates. Deadlines must be adhered to.*
- 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.
- 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 State offices are closed, webinars/trainings will be rescheduled. Anyone who has already registered will be notified of the new date and time.
- All of any kind will be removed from the virtual training



paula.nadeau@maine.gov

Fresh Fruit and Vegetable Program

September 28, 2026

1:30pm

This webinar is intended for schools participating in the Fresh Fruit and Vegetable Program (FFVP) in SY 2027. 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.

October Survey

October 26, 2026

1:30pm

The October Survey is an additional edit check to monthly claims and FFVP eligibility; therefore, the accuracy of this report is extremely important. The report collects each school's student eligibility status by grade based on meal benefit applications and the Direct Certification and SUN Bucks list.

CEP and Provision II NON-BASE YEAR, meal benefit applications were not collected, therefore a calculation is used based on total enrollment times your base year eligibility status. Detailed instruction will be posted in the Help tab of CNPWeb.

This webinar will provide instructions and a walk through of the process.

Verification Training

Are you a new Food Service Director or has it been a while since you've had to do Verification? This training will cover what to expect with the Verification process.

- *When the process should be started
- *How to complete the process more easily
- *The timeline for completion
- *Uploading to CNPweb

September 30, 2026

1:00-3:30

Registration begins at 12:30

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

Other Available Trainings

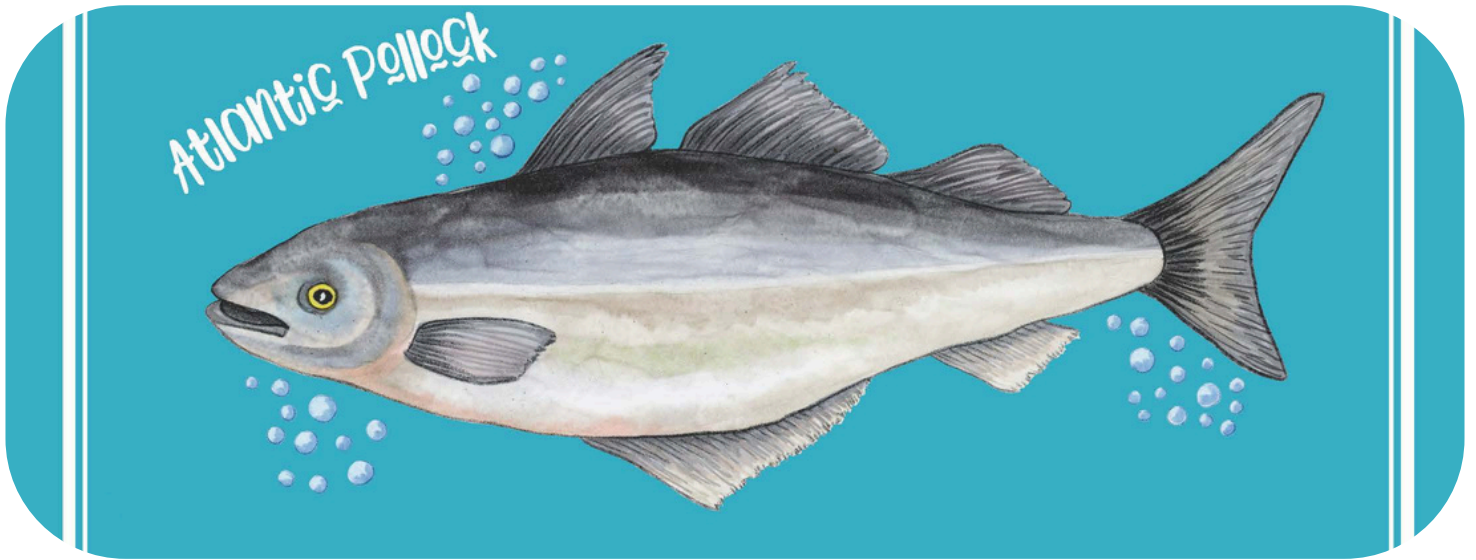
Full Plates Full Potential Grants and Funding Webinar

September 30, 2026

3:00pm

Join Full Plates in collaboration with the Maine Farm and Sea to School Network, the Maine Dairy Council, and the Maine Department of Education to learn about grant and funding opportunities for your programs for the 2026-2027 school year.

[Registration link](#)



Join the Maine Coast Fishermen's Association and the Gulf of Maine Research Institute on Friday, October 9th, from 12 pm to 3 pm at the Yarmouth High School ([286 W Elm St, Yarmouth, ME](#)) for a hands-on Foundational Fish Skills Training. Participants will build basic skills around working with raw fish fillets in the kitchen, learn about the wide diversity of local seafood available to K-12 schools, and strengthen sea-to-school knowledge and expertise. Participants will walk away with resources and tools to implement sea-to-school programs at their schools. This training provides 2.5 CEU hours, and **participants will receive a \$150 stipend**. Space is limited, so please register here to save your spot. [RSVP today!](#)

- Date: Friday, October 9
- Time: 12 pm- 3 pm
- Location: Yarmouth High School, [286 W Elm St., Yarmouth, ME](#)
- Who should attend: School nutrition professionals interested in learning how to incorporate local seafood into school meals.

[RSVP today!](#)

SHOUT OUT!!

New England Boiled Dinner



The students in
Madawaska, Fort Kent
and St. Agatha were
treated to a New
England Boiled Dinner

Thanks for sharing, Melanie!!

