

Traditional Meal Benefit Application Process

March 3, 2022



Child Nutrition
Maine Department of Education

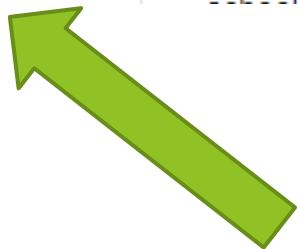
Help Collecting Applications

- ▶ Students will be receiving meals at no charge, why should the application be completed ?
- ▶ Many reasons, other benefits, grants, taxes, etc...
- ▶ Assistance can be found on the Child Nutrition Web site at:
<https://www.maine.gov/doe/schools/nutrition/studenteligibility/mealbenefittoolkit>

Meal Benefit App Toolkit

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

Programs
CNPWeb/NEO
Student Eligibility & Applications
Meal Benefit App Toolkit



Student Eligibility & Applications

If you have questions regarding Student Eligibility and Applications, please contact a member of the [Child Nutrition staff](#).

Web-Based Meal Benefit Application

Maine DOE has extended their partnership with Nutri-Link Technologies, Inc, to provide an online meal benefit application through school year 2023. There is no cost to Maine public school districts that participate in the Federal Child Nutrition Programs. Examples

Traditional Application Process

- ▶ Collect and process applications
 - ▶ 30 school day carry over of benefits applies from prior year.
- ▶ Process Applications within 10 days of receipt
- ▶ Send notices home to families of eligibility determination
- ▶ Complete the Verification process, normal
- ▶ Complete October survey, normal
- ▶ Complete monthly claim for reimbursement based on each student's eligibility determination

Sponsor Information Sheet Verification

- ▶ Normal Verification procedures are followed.
- ▶ When completing the Annual Participation Agreement in CNPweb, for Type of Verification , Select “Basic”

Type of Verification

Verification is required for all SFAs participating in the National School Lunch Program.

33. Basic Alternate 3% Alternate 1% Plus No Verification Required, Submission of Verification Report is Required

- ▶ Complete the Error Prone Process

October Survey

- ▶ Completed normally.
- ▶ Based on number of approved applications as of October 31st.
- ▶ Submitted in CNPweb.

Pricing Programs

- ▶ The State of Maine is paying the difference between the Federal reimbursement of free meals to reduced and paid meals, both breakfast and lunch.
- ▶ Students are not charged for reimbursable meals
- ▶ School District will do regular claiming based on the number of students that took the meal and their eligibility status.

Completing Annual Site Information Sheet-CNPweb Lunch

- ▶ Site Info Sheet:
- ▶ # 38 - From the Drop down select “Regular Claiming”
- ▶ Section: National School Lunch Program, #38

National School Lunch Program

38. Participation: ▼

41. Lunch is a Pricing Program Non Pricing Program

Completing Annual Site Information Sheet-CNPweb Breakfast

- ▶ Site Information Sheet
- ▶ # 46 - From the Drop down select “Normal Claiming”

46. Participation: ▼

49. Breakfast is a Pricing Program Non Pricing Program

Additional Information

- ▶ <https://www.maine.gov/doe/schools/nutrition/studenteligibility>
- ▶ Questions: david.hartley@maine.gov
207-624-6878

