

Dear Food Service Representatives:

The Department of Education/Child Nutrition Services office will be updating the present web based filing system over the summer. This will require all new passwords and IDs. It will also require correct LEA beginning information such as inventories and cash balances.

ID Explanations:

- The Legal Agent submits approval of monthly claims, the yearly application and can read all information. Each claim and application must be approved before payment can be made. Generally, the approver or Legal Agent is the Superintendent or Headmaster. This password will be sent directly to the Legal Agent.
- The Claim Preparer can complete their LEAs information as well as their school details forms. Generally, this is the Director and or Bookkeeper.
- The School Detail Submitter can complete only their school information. This would be the Kitchen Manager.
- The Commodity ID orders commodities and completes other USDA Food Program forms online. Generally, this is the Food Service Director.

All ID levels have permission to view all LEAs and all schools information because it is public access.

Who is the Food Service Director for your LEA: If none please state so.

Name: _____ Contact Number: _____

Return completed information to Nanci Kittredge by faxing to 624-6841 or mailing to:
Child Nutrition Services
Department of Education
23 State House Station
Augusta, ME 04333-0023

**Maine Department of Education
Child Nutrition Services
23 State House Station
Augusta, ME 04333-0023**

Complete the form with the names and positions of each person that will submit forms electronically for **School Food Service**. IDs and temporary Passwords will be assigned by Department of Education/Child Nutrition Services. Passwords should be changed by each person after receiving their temporary password/s. The ID and Password combination is the legal signature, therefore should not be shared. Staff changes must be addressed by notifying the CNS office to protect your data. IDs have different permissions. This is to provide the checks and balances for the LEA. The LEA can have a backup staff with district or school permissions.

School Food Authority: _____
Who is your Legal Agent for the LEA or school? _____
Name: _____ Title: _____
E Mail Address _____@_____

Who is your Claim Preparer?
Name: _____ Title: _____
E Mail Address _____@_____

Who is your Claim Preparer backup if applicable?
Name: _____ Title: _____
E Mail Address _____@_____

Who is your School Detail Submitter if different from above?
Name: _____ Title: _____
School _____
E Mail Address _____@_____

Who is your School Detail Submitter backup if applicable?
Name: _____ Title: _____
School _____
E Mail Address _____@_____

Who is orders your Commodities?
Name: _____ Title: _____
School _____
E Mail Address _____@_____

Who is your backup for ordering Commodities if applicable?
Name: _____ Title: _____
For school _____ or LEA _____
E Mail Address _____@_____

Superintendent Signature _____ Date _____

To begin the 2010 School Year this information is required.

LEA Name _____

Cashbook Balance
As of July 1st 2009

May need to refer to audit report.:

Voucher Journal Total:
If used

UNPAID BILLS TOTAL
If used

Type	Total
Equipment	<input type="text"/>
Food	<input type="text"/>
Labor	<input type="text"/>
Other	<input type="text"/>

INVENTORY LEA/DISTRICT

Type	Total
Food	<input type="text"/>
Commodities If not included in food inventory	<input type="text"/>
Other	<input type="text"/>

Cashbook Balance A LEA's rolling cash balance calculated as last month's ending balance plus this month's income minus this month's expenses. This would include items such as CDs, cash, and savings account.

Voucher Journal Total Total paid for by an entity other than Food Service, not to be paid back.

Unpaid Equipment Equipment not yet paid for by the Food Service Department.

Unpaid Food Food not yet paid for by the Food Service Department.

Unpaid Labor Labor not yet paid for by the Food Service Department.

Unpaid Other Other not yet paid for by the Food Service Department.

Inventory District Total Commodities Commodity inventory at LEA level, such as central warehouse or common freezer.

Inventory District Total Food Food inventory at LEA level, such as a central warehouse or common freezer.

Inventory District Total Other Other products inventory at LEA level, such as a central warehouse.

Superintendent Signature _____ Date _____