

Congratulations on your new position as a CNP Director. As the person responsible for the school meals program, these are the steps to be completed within the first month to ensure you are on the right path.

## Week 1

1. Set up user access accounts for portals located on [CNP Resource Center](#) webpage:
  - Complete [User Authorization Request](#) for access to MyIdahoCNP & USDA Foods resources
  - Request access to CNP Direct Certification system
  - Set up CNP Training Portal account
2. Update contact information in MyIdahoCNP Application Packet
3. Identify all programs operated by SFA, including any special provisions
4. Register for food safety training or locate proof of 8 hours completed within the past 5 years
5. Identify applicable sponsor trainings and register for courses in CNP training portal

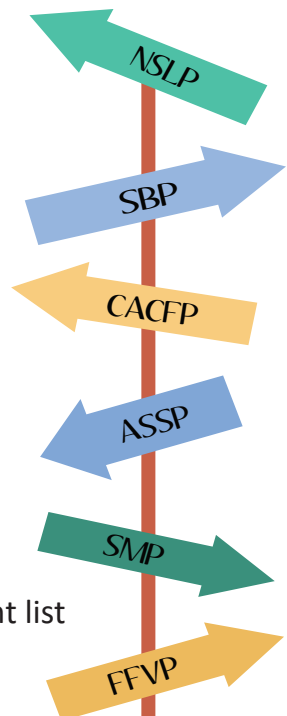
1. Prepare Professional Standards Tracking Log to document completed trainings
2. Complete Civil Rights training and review SFA complaint procedures
3. Explore SFA software systems & identify resources to assist with questions
4. Locate the [CNP School Meal Programs](#) webpage & review the following webpages:
  - Idaho School Nutrition Reference Guide
  - National School Lunch & Breakfast Programs
  - School Wellness
  - Smart Snacks
5. Set up calendar reminders for important dates

## Week 3

1. Review documents and templates available in Download Forms
2. Monitor meal counting process and review SFA On-Site Monitoring Review Checklist
3. Identify process for submitting claims for Federal reimbursement for compliant meals served
4. Identify claim edit check protocol to ensure accurate claims
5. Review benefit issuance procedures & identify how to update student list

1. Review [USDA FNS Guidance and Resources](#) website
2. Review [USDA FNS Nutrition Standards for School Meals](#) webpage
3. Set up [Food Buying Guide \(FBG\)](#) account & explore available tools and training
4. Review the [Institute of Child Nutrition \(ICN\)](#) eLearning Portal & identify trainings to explore in the future

## Week 2



## Week 4