

Welcome to Child Nutrition!

School and Community Nutrition (SCN) Onboarding Process for New Child Nutrition Directors

Step 1: District or School Notification to SCN of Director Change

- School district notification to SCN of position change via the [New Child Nutrition Director Notification Form](#)
- USDA Professional Standards documentation submission and evaluation

Step 2: Documentation Submission

- New director is required to submit documentation to gain access to program systems. Point of Contact: Sadie Taylor (Sadie.Taylor@education.ky.gov)

Step 3: Access Granted

- The new director will receive access to: CNIPS, SCN Direct Certification Download (if needed), SponsorNet, and SCN Weekly Email Distribution after all required paperwork has been submitted.

Step 4: National School Lunch (NSLP) and School Breakfast Program (SBP) Orientation

- Each new child nutrition director is offered the opportunity for a one-on-one training once access is granted to all SCN systems. You will be contacted with further information once you are ready for this step.

Step 5: Enrollment in the Kentucky Director Development Program (KDDP)

- Each new child nutrition director is enrolled in KDDP. This is a live virtual training series that provides training and resources throughout the year to assist in meeting all program requirements.

Step 6: Assignment of Regional Consultant

- Each district is assigned an SCN Schools Regional Consultant. The consultant is always available to answer any questions and provide program technical assistance. The Regional Consultant will also make any onsite visits as necessary.