

Welcome to Child Nutrition:

SCN On-Boarding Process for New School 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: SCN Documentation Submission

- New director is required to submit documentation to gain access to program systems.
- Point of Contact: Melissa Chandler (Melissa.chandler2@education.ky.gov)

Step 3: Access Granted

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

Step 4: National School Lunch and School Breakfast Program Orientation

- Each new child nutrition director is offered the opportunity for a one-on-one training is offered to get them started off on the right track.
- Contact: Jennifer Langfels (Jennifer.Langfels@education.ky.gov) and Jennifer Harrod (Jennifer.Harrod@education.ky.gov)

Step 5: Enrollment in the Kentucky Director Development Program

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

Step 6: Assignment of Regional Consultant

- Each school district is assigned a SCN Schools Regional Consultant. The consultant is always available to answer any questions and provide program technical assistance. The Regional Consultant is available to make any on-site visits as necessary.